

DUTY STATEMENT

Employee Name:	Position Number: 580-035-5393-909
Classification: Analyst II	Tenure/Time Base: Permanent/Full-time
Working Title: Climate Surveillance Program Analyst	Work Location: Various locations available. Location to be determined upon hire.
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Office of Health Equity	Branch/Section/Unit: Climate Change and Health Equity Branch / Climate Surveillance Program Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by promoting agile operations within the Climate Change and Health Equity Branch (CCHEB) to efficiently improve health for Californians through action on climate change.

The incumbent works under the direction of the Climate Surveillance Program Section (CSPS) Manager, with general direction provided by the CCHEB Manager. The Analyst II performs the more responsible, varied, and complex technical analytical staff services assignments for the CCHEB. The Analyst II analyzes needs of the Branch and ensures their fulfillment through execution of the program functions of procurement/contracting, budgeting and budget maintenance, and meeting scheduling

and coordination. The Analyst II coordinates the planning, development, and implementation of internal and external business processes and support systems within the Branch to ensure compliance with state financial, contractual, and program reporting requirements as well as to advance the Branch's mission and program goals. Provides guidance to the Branch by administering technical expertise and quality assurance oversight on administrative matters.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 30% The Analyst II performs analytic tasks required of CDPH programs in preparation for or coordination with the CDPH Program Support Division (PSD) to efficiently execute procurement; including contracts, service orders, purchase orders, cooperative agreements, grants, etc. Acts as liaison with the OHE Administrative and Operations Section (AOS) and PSD to select the appropriate procurement type and fill out forms in collaboration with program staff. Completes encumbrance requests, monitors encumbrance balances, and completes disencumbrance requests. Tracks and monitors status of procurements in collaboration with AOS and PSD. Completes the program side of documents and processes such as checking for registration as a small business or disabled veteran business enterprise, franchise tax board compliance, executive order compliance, etc. Obtains quotes from vendors, completes waiver requests and justifications, helps develop budgets and scopes of work for services. Directs and completes the program side of procurement processes such as Requests for Proposals, Request for Quotations, Request for Offers, Invitation for Bids, service orders, Interagency Agreements, contracts, and grants. Inputs the documents into Contracts and Purchasing System (CAPS) for which programs are responsible. Analyzes climate change and health-related procurement needs and makes recommendations to management. Stays informed of changes to the State Contracting Manual, Public Contract, Government and other applicable codes.
- 30% Performs analytic tasks required of CDPH programs in preparation for or coordination with CDPH Financial Management Division, Budgets Section, and/or AOS. Performs complex technical analysis, developing, monitoring, and reconciling annual budgets, Budget Change Proposals (BCPs), and financial reports. Forecasts expenditures, ensures compliance with fiscal laws, and advises management on budgetary impacts, often acting independently to resolve complex financial issues. Liaisons with CDPH and OHE fiscal staff to create, analyze, and maintain annual budgets for State and federal fund sources. Works with CDPH Federal Reporting Unit to assure accurate completion and submission of Federal Financial Reports. Tracks expenditures through monthly expenditure reporting, reconciles encumbrances, and submits expenditure corrections. Assists with position costing for BCPs, providing technical analysis to support funding requests. Reviews, processes and submits invoices for payment.

Collaborates to ensure year end drills are completed. Ensures financial compliance with state or federal regulations and prepares financial reports for management. Advises managers on fiscal matters, policy impacts, and potential budgetary risks.

30% Manages complex administrative operations, including multi-party scheduling, meeting coordination, and virtual meeting management for teams or managers. Plans and coordinates varied meetings, conferences, and special events, including scheduling with internal partners and external agencies. Prepares, distributes, and manages meeting agendas and presentation materials. Records, transcribes, and distributes accurate minutes and action items from meetings. Monitors and follows up on project actions, tracking assignments to ensure completion within established timelines. Sets up and administers meetings using virtual platforms (e.g., Teams, Zoom). Ensures audio/visual equipment readiness and manages virtual attendees. Manages logistics for hybrid meetings, facilitating collaboration between in-person and remote participants.

The headquarter location will be determined based on the location of the most qualified candidate. Available Headquarter locations for this position:

Regions

Region	Counties	Available Headquarter Locations
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	850 Marina Bay Parkway Richmond, CA 94804
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	1616 Capitol Avenue, Sacramento, CA 95814

Marginal Functions (including percentage of time)

5% Prepares climate change and health equity-related reports, correspondence, and other written communications, including assisting with partner communications, budget change concepts and proposals, bill analyses, memos, Public Records Act requests, and other Branch-related communications and ad hoc reports.

5% Performs other job-related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: J.A.

Date: June 26