

DUTY STATEMENT

Employee Name:	Position Number: 580-130-5393-781
Classification: Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: Policy, Governance & Compliance Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/Program Support Division	Branch/Section/Unit: Contracts & Purchasing/Purchasing and Solicitations Section/Policy, Governance and Compliance Unit

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 independently performing a full range of complex journey level assignments requiring analytical, technical, and effective written and verbal communication skills. This position will perform assignments exercising sound judgment on issues ensuring regulatory compliance within all Section and Program parameters. The position exercises independence, judgement, and responsibility in performing duties including, but not limited to, audits, accreditation, competitive contracts, and procurements. The Analyst II ensures conformity to the Department's purchasing authority and ensures satisfactory audit and delegated authority renewal by the Department of General Services

(DGS) Procurement Division by adhering to all state, federal, and Departmental rules, guidelines, regulations, and statutes. The incumbent consults with departmental officials, employees, and others to provide and secure information. The Analyst II prepares reports and makes recommendations on procedures, policies, and program alternatives. Up to 3% travel may be required.

The incumbent works under the direction of the Chief of the Policy, Governance and Compliance Unit (PGCU).

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 3% travel may be required
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 35% Researches, analyzes, and reports on the compliance of all functions of contracting and purchasing. Identifies areas for improving operational efficiencies and makes policy and procedure recommendations. Coordinates the collection of statistical data and documents, and reports findings in a structured and professional format. Creates and develops various complex reports for distribution to CDPH Management, DGS-Procurement Division and other State Control agencies, including but not limited to the Annual Contract Activity Report (CAR), Improvement Plans, and other special Adhoc statistical reports. Develops and maintains departmental contracting and purchasing compliance efforts to Federal regulations and State legislation by partnering with internal stakeholders. Develops and recommends policies and procedures for Departmental Procedural Manuals, Administration memos, Program Support Division (PSD) policy bulletins, templates/checklists, and other publications and materials. Provides quality interpersonal customer service and information technology tools to communicate with an increasing base of vendors in key geographic, market, and other sectors.
- 25% Independently researches and analyzes the audit and accreditation process to ensure all applicable statutory, regulatory, and procedural requirements are followed. Reviews and examines audits conducted by external audit agencies such as the California State Auditor, DGS, Department of Finance, and Office of the Inspector General. Assists and prepares materials to ensure compliance with internal audits conducted by the CDPH Office of Compliance (OOC). Coordinates open audit recommendations and follow-ups. Creates and maintains audit dashboards and provides findings, recommendations, and audit responses. Assists in preparing and monitoring due dates of Corrective Action Plans and submits department responses timely for management review. Reviews and analyzes supporting documentation to determine implementation of audit recommendations. Maintains physical and electronic files. Prepares clear, concise, timely, accurate and complete documents and files. Assists with developing written audit reports describing the results of audits. Identifies problem areas, describes analysis performed, draws sound conclusions, and makes recommendations for improvements in systems, programs, policies, and procedures. Assists the Unit Chief in

ensuring delegated authority renewal by the DGS Procurement Division by adhering to all state and departmental rules, guidelines, regulations, and statutes.

20% Assists and provides backup support to the lead Small Business/Disabled Veteran Business Enterprise (SB/DVBE) Advocate to maintain the Department's SB/DVBE Business Plan pursuant to Government Code (GC) Section 14846 and Military and Veterans Code Section 999.12 and Executive Orders. Advises and provides technical assistance to CDPH staff in developing changes to contract and procurement processes on a statewide basis. Collaborates with the lead SB/DVBE Advocate to increase the Department's SB/DVBE participation levels by enhancing contracting and procurement opportunities. Provides cross-functional support to seek and encourage SB and DVBE participation in purchasing goods and services statewide. Provides the SB/DBVE community with contacts to contracting and procurement staff for business opportunities. Facilitates prompt payment to SB firms in accordance with the Prompt Payment Act. Responds to inquiries and correspondences regarding contracting and procurement practices, procedures, activities, complaints and issues affecting SB/DVBE firms. Identifies and resolves diverse, sensitive, and/or issues received from SB/DVBE firms, interested parties or control agencies. Represents the Department at the SB Advisory Council, DVBE Advisory Council, DVBE Workgroup meetings, DVBE alliance events, and other SB/DVBE meetings that include control agencies, other State departments, and private sector. Identifies SB/DVBE policy updates to incorporate into policies, solicitation documents and training modules for making recommendations to Program Support Division (PSD) Management. Assists lead Advocate with coordinating SB/DVBE outreach event activities hosted by CDPH and/or DGS.

15% Delivers superior customer service and actively engages with internal stakeholders to provide general program advice and consultation to enhance, strengthen and expand the policy and processes within Contracts & Purchasing. Participates in quality innovation discussions on policy, audits, accreditation, and compliance processes. Independently tracks routine workload items and provides status updates to management. Reviews and updates program materials in collaboration with other staff and management.

Marginal Functions (including percentage of time)

5% Perform other job-related duties as assigned.

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
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Supervisor's Signature	Date	Employee's Signature	Date
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HRD Use Only:

Approved By: NW

Date: 6/8/26