

DUTY STATEMENT

Employee Name:	Position Number: 580-130-5402-901
Classification: Analyst III	Tenure/Time Base: Limited Term / Full-Time
Working Title: Authorium Project Lead	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: Operational Support Services

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 the most complex, high-level technical and analytical work for implementing Authorium, CDPH's new contracts and purchasing platform. This role manages the entire system modernization process, collaborating across the Program Support Division (PSD), Operational Support Services (OSS), Contracts and Purchasing (C&P), the Information Technology Services Division (ITSD), Administration (Admin), Operations (Ops), the Director's Office (DO), and the Authorium implementation team to ensure procurement needs are accurately reflected in system requirements. Through proficient interpretation of policies, business rules, and procurement standards, Analyst III provides advanced guidance that ensures Authorium is implemented

consistently, effectively, and in alignment with statewide directives. Responsibilities include overseeing project planning, communication, reporting, and cross-functional coordination, as well as developing dashboards and performance metrics to monitor system adoption, utilization trends and training progress. Additionally, the Analyst III leads the creation and delivery of specialized training materials to guarantee staff statewide understand new procedures and system functions, ensuring Authorium is effectively integrated throughout the Department.

The incumbent works under the general direction of the OSS Assistant Division Chief and receives guidance from the C&P Assistant Division Chief and the PSD Assistant Deputy Director.

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% Leads the multi-phase implementation of Authorium, serving as the department's primary technical specialist for CDPH's new enterprise procurement platform. Independently oversees complex project planning, timelines, milestones, and cross-divisional coordination with PSD, OSS, C&P, ITSD, Admin, Ops, the DO, and the Authorium implementation team to ensure a successful departmentwide rollout. Applies advanced analytical judgment to identify and manage risks, interdependencies, communication needs, and organizational readiness, providing guidance throughout this highly visible modernization initiative.
- 25% Serves as the department's primary technical specialist and liaison among program units, PSD, OSS, C&P, ITSD, Admin, Ops, DO, and the Authorium implementation team, ensuring that system requirements, workflows, and functionality accurately reflect operational needs across CDPH. Independently analyzes complex business processes, interprets procurement and policy impacts, and provides guidance to ensure that program requirements are translated into effective system configurations and implementation activities. Supports the development, refinement, and modernization of procurement processes affected by Authorium, ensuring alignment with statewide directives and departmental modernization objectives.
- 15% Develops, delivers, and independently manages training for staff across CDPH to ensure consistent, departmentwide adoption of Authorium. Creates comprehensive instructional materials, reference guides, and communication tools that translate complex procurement policies, system requirements, and new workflows into accessible, practical training resources. Facilitates training sessions and provides guidance on procurement procedures introduced through the platform, ensuring staff understand how to apply new processes in compliance with departmental and statewide requirements.

- 15% Conducts high-level, independent analysis of existing procurement workflows across CDPH to identify systemic gaps, operational risks, and opportunities for improved standardization and efficiency. Develops and recommends refined, enterprise-wide processes that integrate seamlessly with Authorium and align with statewide procurement requirements. Supports and leads change-management activities by developing communication plans, readiness assessments, and implementation tools that facilitate a smooth transition for all impacted units. Provides guidance to stakeholders to ensure consistent adoption of new procedures and modernization practices
- 10% Develops dashboards, performance metrics, and analytical reports that independently assess implementation progress, user adoption, processing efficiency, system utilization, and operational bottlenecks across the department. Interprets trends, identifies risks, and highlights organizational impacts that require leadership attention. Provides routine, high-value updates and briefings to executive leadership including PSD and the DO to support data-driven decision-making, promote transparency, and ensure alignment with departmental modernization objectives.

Marginal Functions (including percentage of time)

- 5% Performs other high-level specialist duties as required to support division and departmental objectives, including providing technical consultation, advanced analytical support, policy interpretation, and expert guidance on emerging procurement or modernization priorities.

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: NW
 Date: 6/10/26