

DUTY STATEMENT

Employee Name:	Position Number: 580-120-5402-909
Classification: Analyst III	Tenure/Time Base: Permanent/Full-time
Working Title: CSPS Project Coordinator and Change Readiness Liaison	Work Location: 1615 Capital Ave, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Human Resources Division	Branch/Section/Unit: Employee Relations and Resource Branch

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 play by leading, coordinating, and executing comprehensive readiness efforts for the California State Payroll System (CSPS) project.

The Analyst III leads departmentwide CDPS readiness by directing high-impact project coordination, communication, training, business-process analysis, testing, and technical and reporting readiness. The incumbent serves as CDPH's primary project manager and liaison with State Controller's Office (SCO), Agency Change Expert (ACE), and Department Action Readiness Team (DART), supporting change-management and stakeholder engagement throughout implementation. This includes coordinating communication, monitoring readiness, and overseeing funding-tracking activities.

The Analyst III supports operational preparedness and operational efficiency by coordinating readiness efforts, ensuring system accuracy, reinforcing communication and training strategies, and collaborating with leadership and technical partners to enable successful departmentwide change.

The incumbent works under the general direction of the Manager II, Chief of the Employee Relations and Resource Branch (ERRB).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: As needed to other CDPH facilities.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

30% Project Management:

Independently leads departmentwide CSPS readiness efforts by coordinating, tracking, and executing all project assigned work. Downloads and monitors department assignments, evaluates progress, identifies risks, and ensures timely completion through collaboration with the DART Subject Matter Experts, the State Controller's Office point of contact ACE, and Coordinators. Leads facilitation of CSPS related policy and procedure updates by conducting impact analysis, coordinating stakeholder input, and ensuring consistent communication of approved changes. Represents the department in ACE meetings, ACE 1:1 check-ins, Sponsor check-ins, and CSPS Quarterly DART meetings to interpret statewide directives and communicate department impacts.

Prepares and submits readiness survey responses by synthesizing program information and assessing organizational preparedness. Maintains departmental communication channels and develops message cascades to ensure accurate, timely CSPS information is distributed across the organization. Coordinates and maintains departmentwide communication campaigns; manages CSPS related funding and expense tracking; and coordinates and tracks DART team assignment activities to ensure resources, messaging, and readiness activities are aligned and timely. Includes coordination across all CSPS functional areas, including Position Control (position attributes such as position number, title, description, date established, location, time base, tenure, and funding source), Personnel Administration (employee data such as name, address, tax withholdings, retirement plans, and disability events), Benefits Administration (vision, dental, health, and elective benefits), Time Management (work schedules, absences, attendances, leave actions, Family Medical Leave Act (FMLA) events, and leave accrual processing), Travel Advance and Expense Management (travel and business expense reimbursement data), and Payroll (use of captured data to calculate gross pay, deductions, and pay disbursement). Supports statewide change-management activities by communicating project impacts, preparing staff for transitions, and monitoring adoption across all functional areas.

25% Business Process and Operational Analysis:

Conducts complex analysis of business processes impacted by CSPA by evaluating “As Is” workflows, defining “To Be” requirements, and identifying operational impacts, gaps, and dependencies. Participates in Business Process Education Workshops to clarify requirements, confirm process ownership, and align departmental practices with project standards. Maintains version-controlled business process documentation and ensures consistent interpretation across programs. Develops recommendations for process adjustments that strengthen efficiency, compliance, and operational readiness. Ensures analysis accounts for the full CSPA functional scope, across Position Control, Personnel Administration, Benefits Administration, Time Management, Travel Advance and Expense Management, and Payroll when determining departmentwide operational impacts. Supports change-management by evaluating impact of workflows, preparing staff for new processes, and coordinating with statewide partners to ensure alignment.

15% Testing and System Validation:

Supports CSPA implementation by conducting system, functional, and user acceptance testing (UAT), including leading UAT efforts with other testers in the Human Resources Division (HRD). Executes test scripts, documents outcomes, identifies defects, and collaborates with technical partners to coordinate remediation and retesting. Reviews departmental security role requests to ensure proper system access in alignment with business needs. Evaluates testing related readiness information and advises leadership on potential impacts to departmental operations. Conducts thorough validation and problem solving to ensure system accuracy and operational alignment. Supports broader departmentwide communication efforts by contributing to coordinated messaging, communication plans, and readiness campaigns. Validates system functionality across Position Control, Personnel Administration, Benefits Administration, Time Management, Travel Advance and Expense Management, and Payroll ensuring accurate end-to-end business operations. Coordinates with statewide CSPA partners to escalate critical issues, verify readiness dependencies, and support cross-department change-management needs during testing cycles.

15% Training and Communication Support:

Leads coordination of CSPA training activities, including scheduling, enrollment, completion tracking, and liaison support for program areas. Applies experience with training coordination, departmental training processes, and Learning Management System (LMS) functionality to ensure accurate assignment of required training. Develops communication materials, message cascades, and user support resources that promote consistent, departmentwide understanding of CSPA training requirements and operational impacts. Ensures training coverage aligns with CSPA functional areas across Position Control, Personnel Administration, Benefits Administration, Time Management, Travel Advance and Expense Management, and Payroll and prepares staff for system and process changes. Support change-management and statewide readiness adoption by engaging stakeholders, identifying training gaps, and reinforcing communication strategies across the department.

10% Reporting Requirements and Support:

Coordinates departmental reporting readiness by validating reporting access, gathering requirements, and updating or developing reports affected by CSPA changes. Performs data validation, reconciliation, and quality assurance checks to ensure accuracy and reliability. Collaborates with program staff, the Information Technology Services Division (ITSD), and

project teams to troubleshoot reporting issues and ensure reporting processes support operational needs throughout implementation. Ensures that reports support all CSPA functional modules including Position Control, Personnel Administration, Benefits Administration, Time Management, Travel and Expense, and Payroll, and validates associated data integrity. Acts as liaison with statewide reporting partners as needed to ensure alignment of reporting outputs and CSPA project standards.

5% Technical Coordination:

Coordinates with ITSD to support CSPA related technical needs, including system access, network readiness, hardware support, interface considerations, and data conversion requirements. Assesses technical issues, coordinates solutions, and ensures technical dependencies are resolved to maintain system readiness. Supports technical activities across CSPA modules including Position Control, Personnel Administration, Benefits Administration, Time Management, Travel Advance and Expense Management, and Payroll ensuring full functional operability. Supports statewide technical-readiness activities by collaborating with ACE, SCO technical partners, and other liaison entities to resolve cross-system issues.

Marginal Functions (including percentage of time)

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: JC

Date: 07/28/26