

DUTY STATEMENT

Employee Name:	Position Number: 580-300-5393-909
Classification: Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: Drill Coordinator & Grant Analyst	Work Location: 1616 Capitol Avenue, Suite 74.420 Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities, Center Office	Branch/Section/Unit: Strategy and Alignment, Operations Section, Fiscal and Support Unit, Fiscal Procurement 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 performing complex, technical, analytical, fiscal, and consultative work

The Analyst II serves as the Drill Coordinator & Grant Analyst and is responsible for the development, implementation, monitoring, and maintaining fiscal transactions. Tracks complex special and federal Center for Healthy Communities (CHC) fiscal drills, inquiries and coordination, review, and tracking of fiscal packages related to Budget Change Concepts, (BCC), Budget Change Proposals (BCP), and Spring Finance Letters (SFL) and grants. The Analyst II develops and implements fiscal-related

training and resources and coordinates budget and accounting issues. The Analyst II acts as liaison between CHC and the administrative branches/divisions and provides fiscal-related recommendations to CHC executive leadership and branch/office managers.

The incumbent works under direction of the Fiscal and Support Unit (FSU) Supervisor I, within the CHC, Center Office, Strategy and Alignment, Operations Section, Fiscal and Support Unit, Fiscal Procurement Unit (FPU).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 5% in-state travel may be required.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Leads, analyzes, monitors, manages and tracks budget and fiscal drills, inquiries, and responses. Collaborates with the FPU Budget Analyst and FPU Fiscal Analyst to complete drills. Develops, coordinates and provides technical assistance and consultation for drills and topics, and facilitates/leads meetings with CHC staff and the Administrative Division. Attends meetings and trainings as necessary to update additional drill requirements and changes.
- 25% Collaborates with the FPU Fiscal Analyst for grant management. Reviews, edits, and coordinates grant packages providing technical, administrative, and quality control guidance. Assures grant proposals are consistent with departmental policy and are viable for successful submittal to funders. Ensures all grant documents are well written, consistent, high quality, complete, and in compliance with requirements prior to submitting to leadership for approval. Reviews and processes all required grant documentation for the Directorate, Health and Human Services Agency, and Financial Management Division. Tracks funding to ensure timely review and fiscal reporting and maintains CHC grant tracking systems. Leads the development and implementation of technical assistance and training regarding drills, grant procedures, submissions, and compliance. Acts as a liaison between the Administrative Division and the Directorate regarding grant approvals.
- 20% Leads the preparation, submission, and tracking of Center Office procurement and contracts. Adheres to state and department rules, guidelines, and processes regarding procurement including purchase orders, service orders, and contracts. Reviews and approves procurement invoicing and processes for payment, and coordinates invoice correction and dispute processes. Maintains tracking mechanisms for budgetary and accounting documentation.
- 15% Collaborates with the FPU Budget Analyst and FPU Fiscal Analyst and coordinates the CHC budget building process, including all fiscal packages related to the budget building cycle including BCC, BCP, SFL and May Revise. Reviews and edits narratives and fiscal calculations to ensure soundness, and coordinates with program staff, CDPH, and management.

Coordinates and tracks budget cycle actions including approvals and denials and prepares regular fiscal analysis reports and briefings for management. Analyzes CHC's fiscal administrative business practices and leads project development and implementation. Directs and executes special projects such as coordinating and leading federal fund tracking, administrative meetings, trainings, and managing facility-related fiscal projects. Collaborates with the CHC Operations Section staff to resolve complex fiscal issues and inquiries. Provides oversight and reconciliation of the CHC Center Office budget expenditure plan and ensures expenditures on operating costs and equipment are accurately reviewed and tracked. Provides recommendations to CHC leadership regarding budget strategy, expenditure management, and corrective actions as needed. Updates and maintains SharePoint Fiscal pages and calendars. Develops fiscal related training resources, including the coordination of CHC-wide trainings and workshops, and year-end budget coordination to meet the deadlines from administrative control agencies.

- 5% Completes special projects, including but not limited to, developing and executing fiscal trainings for CHC branches and offices, CHC strategic plan development, and implementation and leading CHC administrative meetings.

Marginal Functions (including percentage of time)

- 5% Performs 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
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: CB

Date: 8/2026