

DUTY STATEMENT**PROPOSED**

Employee Name:	Position Number: 581-370-5393-909
Classification: Analyst II	Tenure/Time Base: Permanent/Full time
Working Title: Contracts Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Healthy Communities	Branch/Section/Unit: Substance and Addiction Prevention Branch/Program Support Section/ Contracts and Fiscal 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 ensuring that core business areas are efficient, innovative, transparent, and customer- focused.

The incumbent works under the direction of the Chief, Contracts and Fiscal Unit (CFU), Program Support Section, of the Substance and Addiction Prevention Branch (SAPB) to provide administrative and programmatic support and analyses.

The Analyst II is responsible for administrative tasks, including coordination of solicitation methods,

contract development and processing, procurements and grants management, tracking and monitoring contractual expenditures, performing complex technical analytical duties to support surveillance, prevention, evaluation and media efforts by providing fiscal oversight, budget management, administrative support, and coordination and collaboration with federal, state, stakeholders and local agencies including the California Department of Justice (DOJ) and the California Department of Health Care Services (DHCS).

The Contracts Analyst prepares, tracks, and manages agreements' budgets, and reconciles monthly expenditures, encumbrances, and balances. Prepares and assists with development of contracts, RFA/RFPs (Request for Applications/Request for Proposals), intergovernmental negotiations, and coordinates the approval process with the Program Support Section. Serves as lead and subject-matter generalist to SAPB staff and managers on complex administrative policies and procedures, including contractual guidelines, grant reporting, procurements, and contract services. Makes recommendations to management on a broad spectrum of administrative and SAPB-related problems. Prepares communications for funding agencies, including progress reports, continuation applications, and grant notes; secures approvals, and manages public inquiries from receipt through resolution.

Special Requirements

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

Essential Functions (including percentage of time)

30% Prepares and assists with development of contracts, RFA/RFPs, intergovernmental negotiations and coordinates the approval process with the Program Support Section. Actively participate in contract selections and monitoring track progress of work plans and respective budgets for contracts. Collaborates with contractors to secure required services and products, reviews progress reports and monitors workplan milestones. Recommends appropriate expenditures to CFU staff, management, and SAPB leadership, identifies and resolves contractual issues, provides technical assistance to ensure compliance. Oversees and assesses contract closeout and reports performance data results to management.

30% Prepares, tracks, and manage contracts and other procurements' budgets, reconciles monthly expenditures, encumbrances, and balances. Uses Excel spreadsheets to track agreement expenditures, analyze data, and produce fiscal reports for verification and monitoring. Develops annual spending plan and prepares necessary information for budget hearings and budget change proposals. Coordinates with the Budget Office regarding budget and expenditures, including approved out-of-state travel. Coordinates with the Accounting Section to analyze and prepare financial reports, including federal financial reports for the Center for Disease Control and Prevention.

25% Serves as lead and technical advisor to SAPB staff and managers on complex administrative

policies and procedures, including grant reporting, procurements, and contract services. Project manages administrative deliverables, including progress reporting to funders, and supports Overdose Prevention Initiative (OPI) team in coordinating prevention and surveillance deliverables. Coordinates and collaborates with advisory groups and partner agencies, including the DOJ and DHCS, and other state and local organizations. Works as a liaison between the staff within SAPB and the Contracts & Purchasing Services Section, Accounting, Budgets, and General Services. Attends SAPB meetings both in person and via teleconference and works collaboratively with project officers to support project deliverables.

- 10% Works with project officers to prepare communications for funding agencies, including progress reports, continuation applications, and grant notes, Obtains approvals, receives, tracks, and responds to public inquiries. Drafts technical documents to ensure SAPB compliance and effectiveness, including legislative bill analyses for SAPB and fiscal impact, budget change proposals, controlled correspondence, and other writing and data entry, Reas assigned.

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: CB

Date: 03/2026