

DUTY STATEMENT

Employee Name:	Position Number: 580-230-5393-XXX
Classification: Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: Procurement Analyst	Work Location: 1615 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response (CPR)/Division of Operations	Branch/Section/Unit: Business Operations Branch, Fiscal Response, Operations, & Grants Section, Resource Management 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 enhancing preparedness and response for emerging public health threats through serving as the emergency response communication and coordination hub; providing leadership and vision through planning and guidance; effective management and oversight of emergency preparedness funds; and providing good customer service.

Under the direction of the Supervisor I in the Resource Management Unit (RMU) within the Center for Preparedness & Response (CPR), the Analyst II independently performs a wide variety of the most complex, more difficult analytical assignments related to contracts, purchase orders (PO), service orders (SO), and invoicing. The Analyst II provides guidance, technical expertise, and quality assurance

oversight on procurement matters for the office. Assists managers and staff within the CPR and external stakeholders to support the procurement of program resources. In order to address urgent operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Independently analyzes, negotiates, and prepares various complex procurement documents (including Private Vendor Contracts, Interagency Agreements, Requests for Proposal, Invitations for Bid, POs, and SOs) and other procurement related assignments. Reviews and analyzes the scope of work (SOW) and terms of procurements while preparing the required exhibits. Independently ensures all acquisition processes adhere to the Contract Management Services Section (CMSS), Purchasing & Solicitations Section (PSS), Accounting, and Department of General Services (DGS) guidelines, and state contracting policies and procedures. Verifies availability of funding with the CPR Fiscal and Grants Management Unit. Evaluates the CPR's procurement needs for consulting, printing, data, and Information Technology (IT) services and notifies CPR of necessary renewals and amendments. Communicates with State, Federal, local, and private entities regarding status updates, inquiries, clarification. Develops and maintains electronic and paper procurement files in accordance with State and Federal procurement policies. Researches and analyzes contractor qualifications. Resolves contractor issues including, but not limited to, invoice disputes, product discrepancies, etc. Identifies and resolves all complex procurement issues by working closely with the CPR staff, CMSS, PSS, and contractors. Reviews invoices for accuracy of coding and invoice log entries. Updates invoice log to reflect the funding modification of the contract. Works with the Bureau of State Audits to gather information and provide documentation for audits.
- 35% Identifies methods for assuring CPR develops and implements the more difficult administrative policies and procedures, reporting, invoicing, and other documentation related to procurements and orders. Researches, interprets, and communicates procurement related laws, regulations, policies and procedures to produce effective documents in accordance with all applicable statutes, the State Contracting Manual, Public Contract, Government and other applicable codes. Prepares reporting requirements for specialized procurements and funding in order to monitor and track allocations for deliverables. Monitors complex fiscal aspects of the procurements to ensure compliance with the terms of the agreements. Analyzes invoices against executed contracts requirements and order for compliance, completeness, and deliverables.

- 10% Independently reviews, analyzes, and processes invoices for payment, compliance, completeness, and all required documentation for proper invoicing. Analyzes invoices against executed procurement requirements and orders to ensure the SOW, including all contract deliverables, meets compliance regulations, and is complete. Requests proper billing codes from fiscal analysts to ensure appropriate funding is utilized. Creates and/or updates databases using tracking mechanism for tracking invoices. Ensures all required accounting documents are complete for timely processing of invoices, accurate accruals, and contract balances. Reviews and tracks budget allocations to ensure encumbrance and expenditures are completed.
- 10% Attends and participates in meetings with all levels of management, departmental and external staff, to discuss yearly planning and contractual needs. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on an CPR Incident Response Team (IRT).

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: DN

Date: 8/2026

DUTY STATEMENT

Employee Name:	Position Number: 580-230-5157-XXX
Classification: Analyst I	Tenure/Time Base: Permanent/Full-Time
Working Title: Procurement Analyst	Work Location: 1615 Capitol Ave., Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes - Hybrid
Center/Office/Division: Center for Preparedness and Response (CPR)/Division of Operations	Branch/Section/Unit: Business Operations Branch, Fiscal Response, Operations, & Grants Section, Resource Management 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.

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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 mission and strategic plan by assisting with emergency preparedness and response through the performance of analytical tasks related to procurements, contracts, service orders, and invoicing.

Under the supervision of the Supervisor I in the Resource Management Unit (RMU) within the Center for Preparedness & Response (CPR), the Analyst I assists in monitoring and overseeing a variety of analytical tasks related to contracts, purchase orders (PO), service orders (SO), and invoicing. The Analyst I helps ensure acquisition activities comply with State and departmental policies; assists in maintaining accurate tracking systems, documentation, and fiscal records; and contributes to program operations by gathering, compiling, and analyzing procurement related information. The incumbent

performs assignments that require basic analytical skills and independent judgment to review data, research procurement requirements, and assist with developing recommendations. The Analyst I researches procurement rules and processes, compiles data, prepares summaries, and supports CPR staff and external stakeholders by responding to procurement-related inquiries. To support operational needs or conduct emergency-related response activities, incumbent may, on occasion, be required to work outside core business hours, travel, and transport up to 25 lbs.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Assists with reviewing, analyzing and preparing various procurement documents including, Private Vendor Contracts, Interagency Agreements, Requests for Proposal, Invitations for Bid, POs, and SOs and other procurement related assignments. Assists in monitoring, overseeing, reviewing and analyzing the scope of work (SOW) and terms of the procurements while preparing the required exhibits. Assists in monitoring and overseeing acquisition processes adherence to the Contract Management Services Section (CMSS), Purchasing & Solicitations Section (PSS), Accounting, and Department of General Services guidelines, and state contracting policies and procedures. Verifies availability of funding with the CPR Fiscal and Grants Management Unit. Evaluates the CPR's procurement needs for consulting, printing, data, and Information Technology (IT) services and notifies CPR of necessary renewals and amendments. Communicates with State, Federal, local, and private companies regarding status updates, inquiries, clarification, etc. Assists in the development and maintenance of electronic and paper procurement files in accordance with State and Federal procurement policies. Researches and analyzes contractor qualifications. Helps to resolve contractor issues including, but not limited to, invoice disputes, product discrepancies, etc. Assists in the identification and resolution of procurement issues by working closely with the CPR staff, CMSS, PSS, and contractors. Helps to review invoices for accuracy of coding and invoice log entries. Inputs amendments to invoice log to reflect the funding modification of the contract. Works with the Bureau of State Audits to gather information and provide documentation for audits.
- 35% Assists in monitoring, overseeing, and identifying methods for assuring CPR develops and implements administrative policies and procedures, reporting, invoicing, and other documentation related to procurements and orders. Helps to research, interpret, and communicate procurement related laws, regulations, policies and procedures to produce effective documents in accordance with all applicable statutes, the State Contracting Manual, Public Contract, Government and other applicable codes. Helps prepare reporting requirements for specialized procurements and funding in order to monitor and track allocations for deliverables. Assists in monitoring the fiscal aspects of procurements to ensure compliance with

the terms of the agreements. Analyzes invoices against executed contracts requirements and order for compliance, completeness, and deliverables.

- 10% Assists in monitoring, reviewing, analyzing, and processing invoices for payment, compliance, completeness, and all required documentation for proper invoicing. Analyzes invoices against executed procurement requirements and orders to ensure the SOW, including all contract deliverables, meets compliance regulations, and is complete. Assists with requesting proper billing codes from fiscal analysts to ensure appropriate funding is utilized. Helps to create and update databases using tracking mechanism for tracking invoices. Ensures all required accounting documents are complete for timely processing of invoices, accurate accruals, and contract balances. Reviews and tracks budget allocations to ensure encumbrance and expenditures are completed.
- 10% Attends and participates in meetings with all levels of management, departmental and external staff, to discuss yearly planning and contractual needs. In the event of an emergency activation, the incumbent may be required, on short notice, to work irregular and overtime hours during disaster operations to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on an CPR Incident Response Team (IRT).

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Supervisor's Signature	Date	Employee's Signature	Date

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