

DUTY STATEMENT

Employee Name:	Position Number: 580-230-5393-768
Classification: Analyst II	Tenure/Time Base: Permanent/Full-time
Working Title: Local Contract 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 & Response (CPR)/Division of Operations	Branch/Section/Unit: Business Operations Branch/Local Emergency Preparedness Section/Local Contracts 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.

The incumbent works under the direction of the Supervisor I (SUP I) of the Local Contracts Unit. The Analyst II independently coordinates and provides recommendations in the administration of the

Center for Preparedness & Response (CPR) Local Assistance Program to Local Health Departments (LHD) and local entities. The Analyst II independently develops, maintains, and evaluates local assistance programs and fiscal operations. Up to 10% travel is required to attend meetings and participate in workgroups on behalf of the CPR relating to public health emergency and response issues; attend Federal and State training programs, in-services and continuing education courses, workshops, conferences, and local site visits. On occasion, be required to work outside core business hours, travel, and transport up to 25 lbs to address urgent operational needs.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 10%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Independently maintains a computer-based fiscal and application requirement document tracking system for their assigned Public Health Emergency Preparedness (PHEP), General Fund, Hospital Preparedness Program (HPP), and General-Funded Pandemic Influenza (Pan Flu) agreements with eligible local health jurisdictions in California. Independently monitors regional Local Emergency Medical Services Authority (LEMSA) agreements to ensure compliance with the provisions, deliverables, scopes of work (SOW), expenditures, and analyze the programmatic and budgetary status of each contract or agreement. Develops complex programmatic and fiscal status reports while ensuring policy and budgetary compliance. Provides analysis and recommendations on policy guidelines and budgetary allocations. Reviews county spend plans annually and consults with local coordinators and makes recommendations for improving the application process and local grant guidance. Conducts on-site reviews within California, and phone conferences with LHD to ensure contract compliance. Reviews all General Fund Pan Flu, PHEP, and HPP annual applications.
- 25% Acts as a liaison with county grant coordinators and fiscal managers. Independently develops and communicates the Departments more complex programmatic and fiscal policies. Provides customer service and technical assistance, reviews and resolves spend plans, and evaluates progress reports. Analyzes the more complex fiscal reports and makes recommendations to management on a course of action if the situation warrants recoupment or withholding of quarterly payments. Prepares local assistance progress reports bi-annually and the final cost reconciliation report annually. Monitors LHD and local entity spending of General Fund Pan Flu, PHEP, and HPP funds. 15% Provides recommendations to management in developing the local funding application guidance and coordinating the local application process for annual dissemination of General Fund Pan Flu, PHEP, and HPP funding. Independently reviews work plans, progress reports, and other programmatic documents. Conducts fiscal reviews of all funding application spend plans. Independently consults with local coordinators on policy clarifications and makes recommendations to management on policy clarifications. Acts as the team lead in developing semi-annual local

health progress and expenditure reports, coordinating progress report dissemination and review. Serves as the team lead for review of information submitted as part of the progress reports. Provides technical assistance to local contracting entities for both local application development and contract implementation. Independently consults with and prepares budget reports and develops recommendations to management on the spend plan-related and priorities. Develops, conducts, and analyzes performance measure surveys. Acts as the team lead in the development of annual allocation tables.

- 10% Travel is required attend meetings in person and participates in workgroups on behalf of the CPR relating to public health emergency and response issues; attends Federal and State training programs, in-services and continuing education courses,, workshops, conferences, and local site visits.
- 5% Independently develops, reviews, and edits letters related to local assistance funding of PHEP, HPP, and General Fund Pan Flu prior to submission for management approval. Acts as a representative of CDPH at workshops and conferences and develops and documents processes.
- 5% In the event of an emergency activation, the incumbent may, on short notice, be required 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 a CPR Incident Response Team.

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: WS

Date: February 2026

DUTY STATEMENT

Employee Name:	Position Number: 580-230-5157-768
Classification: Analyst I	Tenure/Time Base: Permanent/Full-time
Working Title: Local Contract 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 & Response (CPR)/Division of Operations	Branch/Section/Unit: Business Operations Branch/Local Emergency Preparedness Section/Local Contracts Unit

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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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The incumbent works under the supervision of the Supervisor I (SUP I) of the Local Contracts Unit. The Analyst I assists in coordinating and providing recommendations in the administration of the

Center for Preparedness & Response (CPR) Local Assistance Program to Local Health Departments (LHD) and local entities. The Analyst I oversees, develops, maintains, and evaluates local assistance programs and fiscal operations. Up to 10% travel is required to attend meetings and participate in workgroups on behalf of the CPR relating to public health emergency and response issues; attend Federal and State training programs, in-services and continuing education courses, workshops, conferences, and local site visits. On occasion, be required to work outside core business hours, travel, and transport up to 25 lbs to address urgent operational needs.

Special Requirements

- ☒ Conflict of Interest (COI)
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- ☐ Medical Clearance
- ☒ Travel: Up to 10%
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Assists in maintaining a computer-based fiscal and application requirement document tracking system for their assigned Public Health Emergency Preparedness (PHEP), General Fund, Hospital Preparedness Program (HPP), and General-Funded Pandemic Influenza (Pan Flu) agreements with eligible local health jurisdictions in California. Monitors regional Local Emergency Medical Services Authority (LEMSA) agreements to ensure compliance with the provisions, deliverables, scopes of work (SOW), expenditures, and analyze the programmatic and budgetary status of each contract or agreement. Assists in developing complex programmatic and fiscal status reports while ensuring policy and budgetary compliance. Provides analysis and recommendations on policy guidelines and budgetary allocations. Reviews county spend plans annually and consults with local coordinators and makes recommendations for improving the application process and local grant guidance. Conducts on-site reviews within California, and phone conferences with LHD's to ensure contract compliance. Reviews all General Fund Pan Flu, PHEP, and HPP annual applications.
- 25% Assists as a liaison with county grant coordinators and fiscal managers. Develops and communicates the Department's less complex program and fiscal policies. Provides customer services and technical assistance, reviews and resolves spend plans, and evaluates progress reports. Assists in analyzing the less complex fiscal reports and makes recommendations to the SUP I on a course of action if the situation warrants recoupment or withholding of quarterly payments. Prepares local assistance progress reports bi-annually and the final cost reconciliation report annually. Monitors LHD and local entity spending of General Fund Pan Flu, PHEP, and HPP funds.
- 15% Provides recommendations to management in developing the local funding application guidance and coordinating the local application process for annual dissemination of General Fund Pan Flu, PHEP, and HPP funding. Reviews work plans, progress reports, and other programmatic documents. Conducts fiscal reviews of all spend plans submitted as part of the funding application. Consults with local coordinators on policy clarifications and makes

recommendations to the SUP I on policy clarifications. May serve as team lead in developing semi-annual local health progress and expenditure reports, coordinating progress report dissemination and review. Provides technical assistance to local contracting entities for both local application development and contract implementation. With guidance, consults with and prepares budget reports, providing recommendations to the SUP I on spend plan issues and priorities. Develops, conducts, and analyzes performance measure surveys. In the absence of the team lead, assumes the role of team lead in the development of annual allocation tables.

- 10% Travel is required attend meetings in person, and participates in workgroups on behalf of the CPR relating to public health emergency and response issues; attends Federal and State training programs, in-services and continuing education courses, workshops, conferences, and local site visits.
- 5% With assistance, develops, reviews, and edits letters related to local assistance funding of PHEP, HPP, and General Fund Pan Flu prior to submission for management approval. Acts as a representative of CDPH at workshops and conferences and develops and documents processes.
- 5% In the event of an emergency activation, the incumbent may, on short notice, be required to work irregular and overtime hours during disaster operations in order to support one of four CDPH Emergency Operation Centers (EOC). The incumbent is required to participate on a CPR Incident Response Team.

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Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

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Date: February 2026