

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-405-5402-001
Classification: Analyst III	Tenure/Time Base: Permanent/Full-Time
Working Title: Contract and Grant Analyst III	Work Location: 1616 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases/Division of HIV, HCV, and STIs	Branch/Section/Unit: Office of AIDS/AIDS Drug Assistance Program Branch/Program Integrity and Operations Section/Contracts and Grants 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 advancing health equity and strategic planning objectives, and by promoting recognition and reduction of infection burden among California's most vulnerable populations through improvements in workplace culture and practice. ADAP Branch oversees the administration of high-profile, federally funded programs that provide life-saving medications and insurance premium assistance to eligible individuals living with or in need of prevention against human immunodeficiency virus (HIV) in California.

The Analyst III serves as a highly skilled technical and analytical program consultant, providing

independent oversight and expert guidance across Office of AIDS (OA) programs.. The incumbent manages key contracts, coordinates federal grants, leads budget amendments and survey coordination, and supports policy development for the AIDS Drug Assistance Program (ADAP). This role requires exercising independent judgment, advanced analytical skills, and extensive knowledge of state contracting requirements to ensure program integrity and compliance with federal and state regulations.

The incumbent works under the general direction of the Supervisor I, Chief of the Contracts and Grants Unit (CGU).

Special Requirements

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

Essential Functions (including percentage of time)

45% **Contract Management:** Independently manages complex and sensitive programmatic contracts that support the ADAP Branch's vulnerable and high-risk populations. Monitors contractor activities, deliverables and performance to ensure alignment with program objectives and compliance with state and federal requirements. Conducts regular contractors meetings, prepares updates for ADAP leadership, and maintains comprehensive tracking tools for contract, performance, amendments, renewals and required reports, and funding needs. Serves as a subject matter expert (SME) on contracting requirements and procedures. works with the Purchasing and Procurement Unit (PPU), Office of Legal Services (OLS), and OA Support Branch to resolve contract issues. Represents the ADAP Branch in developing large or high-profile programmatic contracts and provides technical assistance to contractors on complex budget, Scope of Work (SOW), and invoicing matters. Participates in the OA Support Branch's Monthly Procurement Forum meeting and other contract-related meetings, as assigned. Provides high-level analytical and coordination support for the ADAP Branch's two largest contracts with the Pharmacy Benefits Manager (PBM) and the Insurance/Medical Benefits Manager (IBM/MBM). Represents the ADAP Branch in contract-related meetings. Facilitates the development of relevant contract language, coordinates with the PBM and/or IBM/MBM, tracks communications, evaluates contractor performance through review of monthly reports and meetings, and updates ADAP Branch management on contractor success in fulfilling the SOW. Provides recommendations to ADAP Branch management on contractor performance and initiates corrective processes in consultation with OLS and senior leadership, when contractor's performance does not meet expectations.

25% **Grants Management:** Leads coordination and oversight of federal grant responsibilities for the Ryan White HIV AIDS Program Part B (RWHAP) grant deliverables for the X07, X08, and X09 awards, including overseeing grant applications, mid-year reporting deliverables, and closeout activities for the ADAP Branch. Coordinates contributions from SMEs across ADAP ACEI, the

OA Medical Officer, and the OA Support Branch to ensure timely complete submissions. Prepares ADAP Branch updates for monthly Health Resources Services Administration (HRSA) calls. Tracks grant award notices and informs relevant units of grant changes. Oversees the development and submission of the annual National Alliance of State and Territorial AIDS Directors (NASTAD) RWHAP Part B Monitoring Project Survey, ensuring accuracy and consistency. Provides federal grant related at ADAP Estimate meetings and supports federal requirements, as assigned.

20% Grant Agreements and Budget Amendmentss: Leads development, coordination, of Requests for Applications (RFA) and Request for Proposals (RFP) for the CGU. For RFAs, collaborates with program staff to develop program budget and invoicing requirements. and submits complete packages to PPU. Serves on scoring panel and initiates and submits grant agreement requests to PPU. For RFPs, assist in developing the SOW, coordinates with the Centralized Contracts Solicitation Unit (CCSU) on scoring and award activities, and submits contract request to PPU. Independently executes simple budget revisions and formal budget amendment requests and maintains tracking for all vendor budget requests. Submits formal budget revisions to PPU for processing.

10% Survey Coordination and Policy Development: Leads planning, coordination, and development of the annual CA-ADAP and Pre-Exposure Prophylaxis Assistance Program (PrEP-AP) Pharmacy Survey which is sent to contracted pharmacies by the PBM. Coordinates with SMEs throughout the ADAP Branch, the ACEI Branch, and the OA Medical Officer to review the survey prior to distribution to contracted pharmacies. Develops, implements, and maintains Standard Operating Procedures (SOPs) related to contracts, grants, budget processes, and CGU operations to ensure consistency, compliance, and accountability.

Marginal Functions (including percentage of time)

5% Performs other related duties and attends other meetings, 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: E.L.

Date: 09/18/2026