

**DUTY STATEMENT**

|                                                           |                                                                           |
|-----------------------------------------------------------|---------------------------------------------------------------------------|
| Employee Name:                                            | Position Number:<br>580-750-5393-904                                      |
| Classification:<br>Analyst II                             | Tenure/Time Base:<br>Permanent/Full-time                                  |
| Working Title:<br>Purchasing Analyst                      | Work Location:<br>850 Marina Bay Pkwy, Richmond, CA<br>94804              |
| Collective Bargaining Unit:<br>R01                        | Position Eligible for Telework (Yes/No):<br>Yes                           |
| Center/Office/Division:<br>Center for Laboratory Sciences | Branch/Section/Unit:<br>Laboratory Field Services/ Administrative<br>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 quality standards in clinical and public health laboratories, tissue and blood banks, the production of biologics, and laboratory scientists through licensing, examination, inspection, education, and proficiency testing.

The Analyst II, acting as a Purchasing Analyst, will provide a variety of less complex technical, analytical, and fiscal support to Laboratory Field Services. Duties include, but are not limited to, initiating, and completing purchase orders, invoice tracking, invoice reviewing, payment and reconciliation, and expenditure tracking; verifying purchases against personal services contracts;

creating reports and correspondence; resolving operational problems; and performing other analytical tasks as necessary to support the Center. The Analyst will utilize Microsoft Office Applications including Outlook, Word, Excel, and SharePoint.

The incumbent works under the general direction of the Supervisor I, Administrative Unit Chief, within the Laboratory Field Services Branch.

### Special Requirements

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

### Essential Functions (including percentage of time)

30% Independently prepares, processes, and monitors all incoming funds, expenditures projections, purchases, and contractual documentation for Laboratory Field Services. Independently prepares and reviews invoices, and tracks and confirms payments to contractors/vendors to ensure adherence with contract payment agreements. Reviews program encumbrances and expenditures for appropriateness and accuracy. Provides financial summaries, tracking logs, and other reports to Laboratory Field Services management.

Provides information to the Accounting and Budget Sections in the Financial Management Branch (FMB) as required. Develops and implements tracking systems for various program business needs; makes recommendations, plans logistics, and develops implementation plan to meet operational needs of the program. Periodically reviews administrative/operational processes and provides recommendations as needed; and provides summaries to assist with policymaking discussions.

20% Prepares solicitations, purchase requisitions and purchase orders. Coordinates State purchasing policies and procedures; provides technical advice and consultative services regarding subjects such as solicitation development, procurement types/methods; evaluation criteria, appropriate use of Leveraged Procurement Agreements (LPA) and required justifications. Reviews documents (preliminary solicitations, purchase requisitions, required forms and correspondences) for correctness, errors, and form consistency; organizes and maintains procurement files. Coordinates purchasing-related reports, including CalRecycle and SCPRS FI\$Cal for DGS, FI\$Cal, CDPH management, and other special ad hoc statistical reports as needed; coordinates the collection of statistical data; documents and reports findings in a structured and professional format. Identifies methods of improving procurement efficiencies and takes appropriate action as necessary.

20% Review expenditure reports against contract documents for external and internal adherence;

track status of the contracts to ensure payment deadlines are met. Organizes and maintain files, including records management activities. Oversees the handling of expedited purchasing and procurement requests. Maintain electronic and manual filing systems. Coordinates and interacts with appropriate control agencies. Identifies methods of improving and enhancing timely processing of invoices to ensure compliance and the consistent handling of all contracts. Provides quality control over assignments to ensure compliance with departmental policies and procedures. Enters and edits data in the CAPS and Fi\$CAL database; prepares established reports and correspondence from database.

- 15% Attends meetings as assigned with Department administrators, external organizations, and program managers and supervisors. Serves as a liaison/representative to special committees and projects and provides information on program operations. Functions as administrative/operational liaison and active participant with internal and external workgroups and agencies. Develop and maintain the electronic and applicable backup manual tracking systems related to purchasing reports, program expenditure reports, inter-branch expenditures, etc. throughout the purchasing and procurement process. Coordinates and completes various drills such as purchasing and procurement, and related drills, as assigned. Coordinates, prepares, and reviews budget change concepts and proposals and revisions; researches and recommends strategies for meeting budgetary requirements.
- 10% Supports the work of the Unit by analyzing, reviewing, and monitoring the invoices for accuracy and compliance to agreements. Prepare any purchasing reports or drills as requested. Collaborate with other Unit staff and Center programs for any additional required information related to reports. Develop plans for overall quality control of reports and documents prepared by staff to assure consistency and timeliness of routing of administrative documents. Assists in developing, implementing, and maintaining the Section's SharePoint site.

#### **Marginal Functions (including percentage of time)**

5% Performs other Analyst II job-related duties as needed.

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| 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: CO

Date: 4/23/26