

DUTY STATEMENT

Employee Name:	Position Number: 580-480-5393-001
Classification: Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: Operations 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 Infectious Diseases/Division of Communicable Disease Control	Branch/Section/Unit: Public Health Reportable Information Exchange Branch/Administrative 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 carrying out complex administrative and analytical tasks to support Public Health Reportable Information Exchange (PRIME) Branch operations.

The Analyst II manages sensitive and confidential administrative assignments, developing and maintaining effective working relationships with CDPH management, staff, and programs, preparing reports and correspondence, resolving operational problems, supporting Branch personnel processes, coordinating procurement actions, and performing analytical work that improves PRIME Administrative Unit functions. This position requires initiative, independent judgement, tact, confidentiality, and the ability to work effectively under pressure and meet deadlines. The incumbent

should be able to work with staff at all levels of state government as well as contract staff.

The incumbent works under the direction of the Supervisor I, Chief of the Administration Unit (AU).

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)

- 20% Perform PRIME purchasing and procurement functions by contacting vendors for quotes, preparing and processing purchase and service orders, and ensuring all transactions are accurate, complete, compliant with CDPH procurement requirements, and submitted within required timeframes. Process supply orders, obtain sole source bids and supporting justifications, and ensure all documentation meets required procurement standards. enter and process orders through the Contracts and Purchasing System (CAPS) purchasing system and maintain precise, up to date expenditure tracking spreadsheets to support fiscal transparency and audit readiness. Maintain and organize packing slips, quotes, and invoices to track verify payments made by other entities, promptly resolve discrepancies to maintain continuity in PRIME operations. Provide back-up support to Operations Analysts for invoice payment processing during peak workload periods or staff absences, ensuring uninterrupted purchasing activities.
- 20% Serve as the Branch Training Coordinator (TC) by monitoring, tracking, and verifying State staff compliance with mandated training requirements and ensuring training records remain accurate, current, and aligned with CDPH policies. Develop and maintain operational training resources, including Branch administrative guides, work directions, and reference materials, to support consistent, clear training processes for program staff. Issues weekly notifications of delinquent training to staff and prepare delinquent reports for management to support timely corrective action and promote Branch-wide compliance. Attends TC training and system updates to remain current on department policies, system updates, PHETTS requirements, and best practices for training coordination.
- 15% Collect signed and dated benefit forms from employees and submit all documents to the Personnel Liaison (PL) for transmittal to the Human Resources Branch (HRD) in accordance with established procedures. Works with supervisors to prepare documents and ensure all attendance related documents are completed accurately and submitted in a timely manner. Track and monitor benefit forms submission at the Branch level on behalf of employees and reports discrepancies promptly to the PL for coordination with the HRD Personnel Specialist. Provide regular status reports and recommendations to the Unit Chief and Assistant Branch Chief. Distribute Merit Salary Adjustment (MSA)/Range Change documents to appropriate supervisors and return completed forms to the PL for HRD processing. Assists employees

with the Time & Leave Reporting System (Tempo) to support accurate time reporting. Refer routine personnel questions to the PL or HRD and refer technical or complex matters to the appropriate HR contact.

- 15% Perform Branch administrative drill assignments as directed by the Unit, Assistant and Branch Chiefs. Independently completed varied and complex analytical assignments including liaising with the Division Office to gather information, analyze and interpret administrative and program documents, coordinate with Division leadership, and prepare comprehensive findings and Branch-level responses. Maintain and update multiple high-volume, on-going spreadsheets across various PRIME funding sources using Excel and SharePoint; evaluate procedural gaps, identify operational trends, and formulate recommendations to strengthen PRIME administrative processes and improve workflow efficiency.
- 10% Serve as the PRIME Information Technology (IT) and Telecommunications Liaison by troubleshooting and resolving operational system issues or coordinating with IT or telecommunications service providers when escalation is required. Research system functionality, features, and specifications to evaluate program needs and recommend appropriate IT and telecommunications equipment for procurement.
- 10% Prepare and develop consultant and personnel services contracts, including drafting Scope of Work language, budgets, exhibits, and required transmittals. Enter, edit, and validate contract data in the CAPS database and generate reports and correspondence from CAPS as needed. Monitor contract expiration dates, initiate renewal notifications and maintain accurate contract records. Develop and refine processes to track contract deliverable post-execution to ensure compliance and timely completion. Participate in and, when assigned, lead work groups related to PRIME contract administration and process improvements.

Marginal Functions (including percentage of time)

- 5% Perform asset management functions for State staff. This includes but is not limited to developing and maintaining tracking mechanisms for record keeping in deployment of laptops, YubiKeys, docking stations and wireless equipment. Management of orders and purchases, monitoring and tracking all State issued equipment to staff and ensuring staff adhere to CDPH policies. Track and report lost/stolen equipment following CDPH reporting protocols. Maintain Branch supplies, which include but is not limited to developing and maintaining tracking mechanisms for record keeping.
- 5% Perform other duties 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: JC

Date: 09/22/26