

DUTY STATEMENT

Employee Name:	Position Number: 580-510-5402-909
Classification: Analyst III	Tenure/Time Base: Permanent / Full Time
Working Title: Contract Monitoring Specialist	Work Location: 3901 Lennane Drive, Sacramento CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Women, Infants, and Children (WIC) Division	Branch/Section/Unit: Local Services Branch / Local Support Section / Contracts and Monitoring Services 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 the health and well-being of California's diverse people and communities. As an employee of the Local Services Branch, the incumbent serves as part of a team that provides monitoring, training, support for and collaboration with regional local agencies that serve the Women, Infants and Children (WIC) Program participants.

Under general direction of the Contracts and Monitoring Supervisor I, the Analyst III serves as the advanced journey level lead analyst responsible for coordinating, providing guidance and developing procedures for the Contract Managers. The Analyst III performs the more responsible, varied, and complex analytical, consultative, administrative planning and/or regulatory work related to contracts and fiscal oversight; including developing statewide contract policies and tools, conducting regulatory and fiscal analysis, leading modernization projects for contract management, providing technical assistance on complex fiscal issues, and monitoring compliance through audits and corrective actions. These assignments require a high degree of professional expertise, and analytical skill for specialized assignments which typically have division wide impact; and involve project management, policy development, and consultative services to management and executive leadership.

The Contracts and Monitoring Services Unit provides branch-wide leadership. The position is located within the Contracts and Monitoring Services Unit, which provides branch-wide leadership, oversight, and technical expertise on all WIC local agency contracting and fiscal processes and focuses on statewide contract policy development, fiscal compliance, monitoring, and ensuring alignment with federal and state requirements. Within this framework, the Analyst III functions as a non-supervisory technical management consultant, responsible for planning, coordinating, evaluating, and monitoring complex contractual and fiscal activities, and routinely exercises independent judgment in carrying out these duties. The Analyst III has delegated authority to review, approve, and direct revisions of contract materials and serves as the branch's lead expert on statewide WIC contracting and fiscal processes.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Statewide travel, up to 10% of the time, may include overnights.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% Serves as the branch's lead analyst for all Contract Managers across multiple units, coordinating their work, providing advanced-level consultation, and ensuring consistent application of statewide policy and standards. Uses a high degree of professional and analytical skills leads the development of a complex WIC scope of work, WIC allowable cost guidance, and WIC guidance for the statewide contract with WIC local agencies. Develops the annual project plan for reviewing the WIC local agency contract guidance and WIC allowable costs to align with federal regulations, including amendment guidance, budget guidance, invoice instructions, procurement instructions, end of year reporting and contract closure. Leads the project to update WIC local agency contract guidance and all materials related to the WIC local agency contract. Coordination and communication of the more complex and sensitive WIC local agency contract processes and reporting progress on the WIC local agency contract to statewide WIC contract managers to ensure consistent implementation of the

statewide WIC local agency contract. Annually leads the development and updates of the WIC contract manager processes and procedures needed to manage the statewide WIC local agency contract. Advises management on strategies to support fiscal integrity, address compliance risk, and improve efficiency. Serves as the unit's independent technical consultant on the most complex and sensitive contract and fiscal issues, conducting regulatory and fiscal analysis, providing technical assistance on complex fiscal matters, and delivering expert-level interpretation of federal and state regulations and statutes. Exercises independent decision-making and advanced analytical expertise to interpret and apply complex federal regulations and manages the development of statewide processes, tools, and project plans that support fiscal integrity and contract compliance.

- 25% Develops, maintains and delivers WIC local agency contract training to statewide WIC contract managers on all WIC contract guidance and instructions, complex contracting and fiscal issues, including interpretation of policies, and compliance requirements. Serves as the statewide WIC local agency contract technical expert to the statewide WIC local agency contract managers to consult on resolving high-risk issues and ensure consistent statewide application of contracting policies. Independently analyzes sensitive WIC local agency contract and fiscal performance, escalates potential contract and fiscal issues and develops recommendations for management and local agencies to support fiscal integrity and mitigate compliance risks.
- 20% Leads a statewide workgroup and gathers input from state WIC program subject matter experts and WIC local agencies stakeholders, to identify areas of improvement, and develops efficient contracting practices. Serves as the subject matter expert of the WIC local agency contract to support modernization efforts by independently evaluating complex fiscal and regulatory impacts, identifying statewide implementation challenges, and providing expert-level recommendations to management. Coordinates and communicates with statewide WIC contract managers and analysts across units during project planning and rollout of contract management improvements to ensure uniform adoption, alignment with program objectives, and consistent statewide communication and implementation.
- 10% Serves as the contract manager of a WIC local agency contract including fiscal oversight and oversight of the WIC scope of work, monitoring WIC allowable cost purchases. Coordinates with statewide WIC nutrition consultants to conduct on-site program monitoring assessments and review single audits and financials audits and track corrective actions to closure. Provides in-person trainings for staff and local agencies, participation in statewide workgroups, interagency meetings, and representing the unit for division wide initiatives.
- 10% Tracks and monitors statewide WIC local agency contract compliance and performance by leveraging tracking systems and structure statewide contract manager reporting to provide progress reports and visibility to management. Uses tracking data to identify issues and elevate concerns for resolution. Continuously assess processes and performance for improvement opportunities.

Marginal Functions (including percentage of time)

5% Performs other job-related 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: SG

Date: 09/22/2026