

DUTY STATEMENT

Employee Name:	Position Number: 580-440-5393-711
Classification: Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: Contracts and Purchasing 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 HIV, HCV and STIs/Office of STIs and HCV	Branch/Section/Unit: Business Operations Support Section/Contracts and Purchasing 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 serving as a skilled professional with independent responsibility for carrying out a variety of complex assignments within the Office of STIs and HCV (OSH).

The Analyst II serves as point of contact for Local Health Departments (LHDs) and provides technical assistance to LHDs, municipalities, regional partners private organizations, volunteer groups, and state agencies to ensure compliance with grant and contract goals, objectives, and benchmarks. The Analyst II also supports administrative operations by assisting with purchase orders, service orders, and a variety of administrative drills.

The incumbent works under the direction of the Supervisor I, Chief of the Contracts and Purchasing Unit (CPU).

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: 5% in-state travel
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Provide administrative analysis and operational support to Section and Office leadership by serving as the primary point of contact and support program representation through communication and coordination with internal and external stakeholders. Review and track assignments and pending tasks for management, support operational needs, and prepare leaders for upcoming deadlines, meetings, and engagements. Develop and format PowerPoint presentations and other materials; organize and manage logistics for high-level stakeholder meetings; and coordinate audiovisual needs, speaker participation, agendas, and meeting flow. Assemble, review, and edit documents for clarity, consistency and accessibility. Draft and disseminate communications and maintain accurate tracking systems to monitor tasks, assignments, and pending actions. Coordinate complex scheduling and support meeting operations by ensuring advanced preparation and tracking of materials, managing distribution lists, and tracking action items. Take and synthesize meeting notes; follow up with staff and partners to gather feedback that informs recommendations for leadership. Review and analyze executive-level travel claims for accuracy and compliance with applicable federal grant requirements and general fund support needs. Review and maintain shared resources and posts materials to SharePoint to support transparency and access to information. May be required to travel to the CDPH Richmond, CA campus.
- 30% Independently prepare, develop, and administer a variety of contracts, including consultant, IT, personal services, interagency and amendments. Identify appropriate funding sources and draft Requests for Proposals (RFPs), Requests for Applications (RFAs), and Invitations for Bid (IFBs), ensuring complete bidding requirements, submission instructions, scopes of work, budgets, exhibits, and transmittals. Evaluate and negotiate contract terms, including reviewing and revising budgets, scopes of work, and conditions to ensure accuracy and compliance. Develop and monitor contract amendments and contractor payment processes. Track contract progress to ensure timely approval and execution. Conduct research and analysis of proposed contract language for alignment with statutes, regulations, and departmental policies. Utilize the Contract and Purchasing System (CAPS) to submit and monitor all contracts and amendments. Serve as liaison between the Program Support Division's (PSD) Contracts and Business Services Section, Accounting, and Office of Legal Services to resolve contract processing and administration issues.

Participate in the development of grant application materials, including progress reports, expenditure reports, and ad hoc reporting requests. Assist in preparing Local Health Department (LHD) grant materials; review LHD applications and provide recommendations for approval. Compare and record mid-year and year-end report outcomes to monitor program progress. Prepare RFAs in alignment with federal guidelines and requirements. Solicit applications from a diverse range of organizations to support statewide efforts to prevent and control sexually transmitted infections (STIs), HIV, Hepatitis C and related health complications.

- 30% Serve as the purchasing liaison to the Contracts and Purchasing Section (CPSS). Independently process procurement requests and justification documents to ensure compliance with purchasing guidelines. Use CAPS to submit, process, and track all procurement activity. Review and analyze purchase requests, gather required documentation, and provide recommendations to management. Research and evaluate purchase requests to ensure compliance with state and federal laws, policies, and procedures. Recommend improvements to streamline procurement processes to better support OSH operations.

Process Service orders, Small Business/Disabled Veteran Business Enterprise (SB/DVBE) and Non-Competitive Bid (NCB) agreements. Initiate and complete service orders in accordance with the State Contracting Manual (SCM), Public Contract Code, and all state contracting requirements. Act as service order liaison with PSD. Maintain current knowledge of service order policies and procedures and provide subject matter expertise to OSH leadership to support service order planning.

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: JC

Date: 09/25/26