

DUTY STATEMENT

Employee Name:	Position Number: 581-495-5393-901
Classification: Analyst II	Tenure/Time Base: Limited Term/Full-Time
Working Title: Refugee Medical Assistance Analyst	Work Location: Various locations are available. To be determined upon hire
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center of Infectious Diseases Office of Refugee Health	Branch/Section/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 independently performing varied and complex analytical, administrative, and fiscal work that advances the operations of the Office of Refugee Health (ORH).

The Analyst II leads assignments that advance program objectives for Refugee Medical Assistance (RMA), including Monitoring and evaluating beneficiary eligibility data, analyzing medical claims for federal reimbursement, processing invoices and tracking expenditures, preparing and tracking contracts, and drafting program correspondence with grantees. The incumbent reviews determination and redeterminations processes to ensure Refugee Medical Assistance (RMA) policies and

procedures align with Office of Refugee Resettlement (ORR) requirements; identifies gaps; and initiates and implements corrective actions to maintain compliance. Coordinates work with Department of Health Care Services (DHCS) staff and serve as a consultative resource to partners on RMA policy and reporting.

The incumbent works under the direction of the Research Scientist Supervisor I, Chief of the Office of Refugee Health (ORH).

Special Requirements

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

Essential Functions (including percentage of time)

40% Program Administration

Leads a wide variety of administrative and analytical assignments. Coordinates with Department of Health Care Services (DHCS) staff and oversees and evaluates the Refugee Medical Assistance (RMA) program, including beneficiary eligibility, medical claims, and other required documentation. Ensures adherence to the Office of Refugee Resettlement (ORR) policies and federal RMA regulations by developing, updating, and maintaining internal procedures and compliance checklists. Prepares program correspondence to grantees, including award letters, reporting requirements, monitoring scheduling, and other related correspondence for the Refugee Health Promotion Program (RHPP). Responsibilities include managing filesystems and tracking invoices, reports, and other required documents within specified timeframes using Excel and SharePoint registers. Monitors administrative email boxes, categorizes tasks, and responds to or routes inquiries to appropriate staff. Prepares written and verbal responses to grantees and federal/state partners regarding budget revisions, concepts, and proposals, and supports development of federal reports. Initiates and documents corrective actions to address identified process issues and tracks outcomes to closure.

40% Fiscal and Contract Management

Establishes and maintains program expenditure controls by tracking and monitoring local assistance expenditure logs; reviewing invoices, medical claims expenses, and supporting documentation for consistency and allowability; and preparing and maintaining grant expenditures spreadsheets and other program expenditure tracking tools (e.g., Excel/SharePoint registers). Prepares, reviews, and evaluates fiscal analyses for local assistance contract activities; develops expenditure tracking, budget planning, and projections; and reconciles outstanding encumbrances. Processes and tracks invoices and encumbrances, collaborates with accounting, program support staff, and vendors to resolve errors and discrepancies and document corrective actions. Ensures all expenses are allowable and adhere to state and federal guidance and funding conditions. Prepares,

maintains, monitors, and submits program deliverables, and coordinates with CDPH Accounting, Contracts Management, Program Support and Budget staff, as needed. Collaborate with funded stakeholders to ensure accurate and timely receipt of invoices and reporting requirements and to verify fiscal and reporting compliance. Conducts on-site and off-site reviews of program and financial records to validate compliance. Assist with contract preparation and tracks the progress of new contracts and amendments; Consults with the Contracts Management Section and vendors during the contract process to ensure timely approval and execution.

15% **Data Management**

Manages the receipt and tracking of grantee reports for state and federal reporting requirements and analyzes medical claims and eligibility data. Provides technical guidance and support regarding ORR eligibility, RMA policy, and claims submission procedures. Ensures that analyses comply with established procedures and eligibility standards; supports continuous improvement by documenting findings and recommending process enhancements; maintains data repositories and version control; and coordinates periodic data-validation activities with DHCS and program partners.

Region	Counties	Available Headquarter Locations
Region I	Los Angeles, Orange, San Luis Obispo, Santa Barbara, Ventura	Los Angeles: 320 West 4 th Street Los Angeles, CA 90013 OR 3820 Cherry Avenue Long Beach, CA 90807
Region II	Alameda, Contra Costa, Del Norte, Humboldt, Lake, Marin, Mendocino, Monterey, Napa, San Benito, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano, Sonoma	Contra Costa: 850 Marina Bay Parkway Richmond, CA 94804
Region III	Butte, Colusa, Glenn, Lassen, Modoc, Plumas, Trinity, Shasta, Sierra, Siskiyou, Sutter, Tehama, Yuba	
Region IV	Alpine, Amador, Calaveras, El Dorado, Placer, Sacramento, San Joaquin, Stanislaus, Tuolumne, Yolo	Sacramento: 1616 Capitol Avenue Sacramento, CA 95814
Region V	Fresno, Kern, Kings, Madera, Mariposa, Merced, Tulare	
Region VI	Imperial, Inyo, Mono, Riverside, San Bernardino, San Diego	San Diego: 7575 Metropolitan Drive San Diego, CA 92108

Marginal Functions (including percentage of time)

5% Performs other duties that are within the scope of this classification, as requested.

☐ I certify this duty statement represents an ☐ I have read and understand the duties and

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.

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 the need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: JC

Date: 09/28/26