

DUTY STATEMENT

Employee Name:	Position Number: 580-400-5402-001
Classification: Analyst III	Tenure/Time Base: Permanent / Full-Time
Working Title: CID Project Management & Operations Lead	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 Disease	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 serving as an independent technical consultant and project manager, providing advanced-journey analytical expertise and high-level consultative support to Center for Infectious Diseases (CID) executive leadership. The incumbent plays a critical role in advancing CID's operational effectiveness by leading complex, sensitive, and cross-cutting administrative and organizational initiatives that directly support the Center's infectious disease prevention and control mission.

The Analyst III works under the general direction of the Assistant Deputy Director of CID and leads, plans, and coordinates a broad portfolio of complex administrative and operational functions. These include complex procurements and contract management, facility and space management, position

management and HR support activities, structural reorganizations, and high-priority project management initiatives that require expert-level analytical judgment, coordination, and problem-solving. The incumbent provides lead analytical support in designing and implementing organizational changes, offers consultation on change management processes, and delivers recommendations that inform executive-level decision-making and operational policy.

Special Requirements

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

Essential Functions (including percentage of time)

- 35% Serves as an independent consultant and project manager for a variety of complex and sensitive projects and leads project and change management processes to improve the effectiveness of CID's politically sensitive and high-profile infectious disease programs. Functions as a subject matter expert and provides high-level analytical guidance and consultation to CID executive management and staff regarding project management methodologies, performance improvement strategies, and policy development initiatives that span multiple business processes. Conducts strategic planning meetings with CID leadership to identify and recommend quality improvement and change management initiatives that align with the Department's vision and mission and inform policy decisions. Independently monitors and tracks project plans, ensures timely completion of deliverables and milestones, and prepares regular progress reports for CID leadership. Represents CID and coordinates cross-departmental and crosscutting projects and initiatives. Leads and facilitates workstream workgroups by coordinating with internal resources, customers, and stakeholders. Develops workgroup charters and project plans, including defining project scope, deliverables, and timelines. Identifies interdependencies among workstreams and collaborates with departmental project managers and leads as needed. Utilizes the CDPH Results-Based Accountability system to assess and analyze performance measure results and targets. Develops advanced protocols for tracking goals, measures, and progress, and establishes processes to gather, organize, aggregate, and analyze program data to formulate recommendations for management and executive leadership.
- 20% Leads the development of CID reorganizations. Plans, coordinates, and leads various analytical tasks related to restructuring CID's organizational structure to improve responsiveness to infectious diseases. Convenes and coordinates with CID programs and provides guidance to develop hiring plans and support recruitment activities, including the development of duty statements, justification documents, and memorandums. Serves as a back-up personnel liaison and implements best practices for position management, including maintaining comprehensive personnel tracking tools. Leads and supports various HRD-related drills in collaboration with program and departmental partners.

- 20% Engages with the Program Support Division and CID programs to ensure accurate tracking of CID floor space across various locations and monitors related expenditures. Leads rent and facility-related drills and supports CID space re-stack efforts by providing recommendations to CID leadership on space optimization. Initiates space modification requests and maintains accurate representations of all CID floor plans. Develops and manages Memorandums of Understanding to relinquish or acquire space as needed. Leads responses to safety inspections. Leads complex procurement activities, including RFPs, RFIs, purchase orders, service orders, and P-Card-related transactions. Maintains oversight of associated contracts and procurements, including budget tracking and performance monitoring. Serves as CID's P-Card administrator and performs all related compliance and oversight responsibilities.
- 15% Oversees asset management activities across the Center to ensure compliance with CDPH asset management policies and procedures. Maintains accurate asset inventories and ensures all IT and non-IT equipment is appropriately tagged in accordance with CDPH's Asset Tagging List and reporting requirements. Tracks the assignment, movement, maintenance, and return of assets and coordinates with program staff and PSD/ITSD to resolve tagging or inventory discrepancies. Develops and implements internal controls to ensure property is properly documented, safeguarded, and reconciled through periodic reviews and mandatory inventory cycles.
- 5% Maintains CID workstream and workgroup SharePoint sites, ensuring charters, process maps, policies, protocols, reports, and status updates are accurate, current, and accessible to stakeholders.

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: Skip Thomas

Date: 10/9/2026