

DUTY STATEMENT

Employee Name: VACANT	Position Number: 580-530-5157-901
Classification: Analyst I	Tenure/Time Base: Permanent / Limited-Term
Working Title: Contract Analyst	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Genetic Disease Screening Program Division	Branch/Section/Unit: Operational Support Section / Program 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 in the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by procuring qualified services that reduce the emotional and financial burden of disability and death caused by genetic and congenital disorders.

The incumbent works under the supervision of the Supervisor I, Chief of the Program Services Unit (PSU) of the Genetic Disease Screening Program (GDSP). The Analyst I uses a wide variety of analytical techniques to resolve complex government problems, develop and evaluate alternatives, analyze data, and present ideas and information effectively both orally and in writing. The incumbent provides assistance and support to supervisors, managers, and staff in the development and progress

of procurements. This includes, but is not limited to, contracts, purchase and service orders, and other program and business-related activities within the Program Services Unit. Travel may be required up to 5% of the time for various trainings and conferences.

Special Requirements

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

Essential Functions (including percentage of time)

- 40% Assists program managers, supervisors, and staff with the planning, analysis, and evaluation of various procurement methods such as contracts, Master Service Agreements (MSA), California Multiple Award Schedules (CMAS), purchases orders, and service orders in order to obtain goods and services required to support the Prenatal and Newborn Screening programs using established departmental procurement systems and procedures. Assists in the negotiation of contract terms and obtains agreement on the scope of work and payment provisions between the program manager and contractors in order to complete contract agreements. This includes gathering and ensuring completeness of all other pertinent contract documents and exhibits using established procurement systems, templates, and procedures such as the Contracts and Purchasing System (CAPS) and appropriate modules in the Microsoft Office Suite such as Word and Excel. The incumbent performs these duties by following applicable procurement guidelines, rules and policies. Consults with the Contract Management Unit (CMU) regarding the revision and updates required for contract documents. Serves as the Liaison between the GDSP and the contractors in order to make recommendations to management, the CMU, Program Support Branch (PSB), Office of Legal Services (OLS), GDSP staff, and contractors on Department and program policies and procedures to be followed in the administration of contracts. Drafts, reviews and edits Invitation for Bid (IFB) and Requests for Proposal (RFP) packages for business and consultant services in consultation with the Centralized Contract Services Unit (CCSU) and the OLS and submits to management for review. Under supervision, prepares tentative schedule of events, scopes of work, contractor's qualification requirements and evaluation criteria, drafting proposed responses to prospective bidders' questions, evaluating bids received and identifying proposed awardee.
- 40% Reviews, processes, and obtains approvals for paying invoices. Scans and emails invoices to Program Support Branch for processing and logs invoices in spreadsheet software. Reviews Financial Information System of California (Fi\$Cal) for invoices processed and tracks claim schedules and warrants numbers adhering to the CA Prompt Payment Act. Takes independent action to resolve questions regarding invoices. Monitors and documents contract encumbrances and expenditures to ensure compliance with the budget of each contract. Evaluates whether the budget is sufficient to cover contract needs using information from the spreadsheet software to determine amendments to the contract and makes recommendations

to management accordingly. Reviews, analyzes, and compares the program encumbrances and expenditures reported in the spreadsheet software to the encumbrances and expenditures reported in the Financial Information System of California (FI\$CAL) and Financial Reporting System (FORE) to determine, report, and correct discrepancies between spreadsheet software and FI\$CAL and FORE. Reports annual contract expenditures, encumbrances, and accruals to the Fiscal Services Section of the GDSP to the CDPH Accounting Office following the year-end procedures and guidelines established by the CDPH Accounting Office.

- 15% Assists with distribution of mail and packages received and processes returned prenatal screening bills and mail routed in error. Provides support in other administrative, operational, and business service areas, including onboarding employees, assisting in drills, required reports and distribution lists from the Center and administrative divisions, accounting for and distributing pay warrants, preparing work orders, and coordinating with Human Resources Division staff on payroll and benefit-related issues and ensures timely resolution of discrepancies. May travel (up to 5% of the time) to attend trainings and conferences to develop skills and knowledge in preparation of contracts, purchase and service orders; to gain proficiency in the Contracts and Purchasing System, other business-related systems and office software, to improve overall performance and to pursue personal and professional growth.

Marginal Functions (including percentage of time)

- 5% Performs other job-related duties as required, ensuring diversity, equity, and inclusion are embedded into the workplace culture in the Center for Family Health.

☐ 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: Brittany Hanson

Date: 10/7/2026