

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-403-5393-909
Classification: Analyst II	Tenure/Time Base: Permanent / Full-Time
Working Title: Business Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center of Infectious Diseases/Division of HIV, HCV, and STIs	Branch/Section/Unit: Office of AIDS, HIV Prevention Branch/Business Innovation Section/Business Development 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 of advancing the health and well-being of California's diverse people and communities and strategic plan of enhancing services through agile operations, by coordinating management of human immunodeficiency virus (HIV)/sexually transmitted disease (STD) prevention contracts, conducting budget and fiscal analysis, developing and implementing standard operating procedures for branch functions, and serving as a key point of contact for funded entities.

The Analyst II leads and coordinates a wide range of business, fiscal and contract administration functions for the HIV Prevention Branch. Incumbent is a point of contact and is responsible for

managing HIV/STD prevention contracts, conducts budget and fiscal analysis, identifies innovative process improvements, develops and implements standard operating procedures (SOPs) and provides ongoing support to local health jurisdictions (LHJs), community-based organizations (CBOs), and other funded entities.

The incumbent works under direction of the Supervisor I in the Business Development Unit (BDU).

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Requires travel of up to 10% per month statewide.
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 30% **Contract management** Serves as the primary coordinator for HIV prevention contracts and grants. Leads the development, review and execution of new grant agreements and contracts; provides guidance to branch staff on contract management processes, policies and procedures. Reviews contract scopes of work, supporting elements and exhibits, contract amendments, and other required documents. Maintains current knowledge of all contracting processes, procedures, and requirements and serves as liaison between the HIV Prevention Branch, Office of AIDS (OA) Support Branch, and CDPH Contract Management Unit. Identifies and addresses potential barriers to contract initiation or implementation and works with supervisor to address any contracting issues. Develop, document, and disseminate contracts management processes and develops educational job aids and training tools for other Branch staff and contractors on contracting requirements.
- 30% **Budget and fiscal analysis** Acts as the main point of contact for contractors and grantees regarding budget and fiscal matters. Develops and implements budget monitoring procedures and recommends policy improvements. Reviews and routes invoices for processing,; ensures compliance with program and CDPH fiscal and accounting requirements. Provides technical assistance and high-quality customer service to funded partners. Develops and conducts trainings on budget development, budget monitoring, and budget revision for branch staff, and contractor and grantee staff. Maintains a computer-based invoice application and budget tracking system for all contracted entities such as local health jurisdictions (LHJs), community-based organizations (CBOs),. for HIV Prevention Branch funds. Conducts fiscal analysis to support program budget planning and invoicing to inform programmatic decision-making.
- 20% **Monitoring and reporting** Leads the development and implementation of contracted entity site visit tools. Participates in joint site visits with assigned HIV Prevention Program and other OA Staff. Reviews and monitors fiscal and budget activities to assure LHJs and CBOs have fiscal monitoring controls in place to track and identify HIV prevention funds, expenditures, and inventory. Prepares and completes site visit reports to management. Develops and implements a statewide HIV Prevention Branch contract monitoring process, including overseeing and

evaluating contractor's fiscal performance. Provides input and recommendations to Prevention Program Staff on reporting requirements, writing analyses and recommendations on program evaluations, and other drills as requested. Establishes and maintains rapport and effective working relationships within CDPH, and with local health department representatives, CBOs, and the public; attends required meetings, trainings and conferences.

- 15% **Standard operating procedures (SOPs)** Develops, documents, disseminates, revises, and implements SOPs to support the efficient functioning of the HIV Prevention Branch. SOPs may cover business operations, administration functions, travel requests, request for applications, contract development, purchase orders, contract amendments, budget revisions, memorandums of understanding, document approval, communication protocols, and the development of financial reports. Ensures SOPs are clear, accessible, and aligned with departmental policies.

Marginal Functions (including percentage of time)

- 5% Performs other Analyst II 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: E.L.

Date: 10/14/2026