DUTY STATEMENT

Employee Name:	Position Number: **580-370-5393-706**
Classification: Analyst II	Tenure/Time Base: Permanent/ Full-Time
Working Title: Fiscal 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 Healthy Communities	Branch/Section/Unit: Substance and Addiction Prevention Branch/ Program Support Section/Contracts and Fiscal 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 protecting the public's health and promoting health, wellness, and equity.

The incumbent works under the direction of the Contracts and Fiscal Unit Supervisor I. The Analyst II serves as the budget and fiscal analyst and poses knowledge of basic principles of accounting procedures and methods used by private or public agencies and organizations of State Government; applicable laws, contracts, rules, and statutes. The incumbent monitors expenditures against the Substance and Addiction Prevention Branch's (SAPB) budget and provides information and

recommendations regarding these expenditures. The Analyst II is responsible for assisting in the overall administration and coordination of the day-to-day fiscal activities of SAPB, exercises independence in completing assigned tasks, and is detail oriented. The incumbent runs calculations for projection purposes, perform research, maintains and monitor tracking spreadsheets, ensures the timely completion of assignments; interacts with consumers and coworkers in a professional manner with integrity and respect. The Analyst II attempts to resolve individual's concern at the lowest possible level; offers dispute resolution options; and elevates to next level, if needed. The incumbent follow prescribed procedures involving mathematical calculations, compiles, investigates and verifies numerical or financial information. The Analyst II performs tasks that require sensitivity to the nature of SAPB's mandated activities. The Analyst II is assigned complex Branch accounting assignments and takes lead responsibility for the preparation of all routine and special financial projects.

Special Requirements

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

Essential Functions (including percentage of time)

40% Monitors SAPB's annual budget (approximately $25 million) and expenditures and serves as the principal contact for any inquiries. This includes independently tracking all Branch expenditures (federal and other funding) such as: personnel, travel, training, contract invoices, purchase orders, service agreements, equipment, and other operating and/or miscellaneous approved expenditures against encumbrances by fiscal year and multiple fund sources. Completes monthly expenditure reports for all Branch funds and fiscal forecasting documents for expenditure projections and budget planning purposes. Identifies and resolves potential accounting and budgetary concerns. Prepares, process, and maintains other financial records; compiles, investigates and verifies information from a variety of sources numerical or financial.

20% Lead person for overseeing the invoice tracking spreadsheet ensuring that all invoices submitted to CDPH Accounting are paid within the 45-day prompt payment act. Updates spreadsheet daily with warrant information for invoices by researching the internal accounting spreadsheets on the intranet. Verifies legal authority exists to incur financial obligations and are proper in regard to the agency's programs. Verifies expenses are charged against the proper appropriations and comply with contract terms and statutory provisions. Verifies expenses are supported by proper evidence and documentation. Consults with CDPH Accounting regarding any matters of SAPB's invoices.

15% Independently performs complex financial research, program analysis, and prepares management reports on fiscal issues impacting SAPB's various programs; evaluates and develops alternatives and makes recommendations orally and in writing to management on internal and Departmental fiscal issues; provides fiscal support on Budget Change Proposals,

internal Department drills and assignments; prepares expenditure reports for the Federal Government for the CDC, and other federal funding accounts/grants. Confers and guides SAPB management in the preparation and submittal of various budget and accounting documents to ensure compliance with proper departmental procedures. Updates Branch budgets and analyzes budget and accounting data for any needed follow-up with multiple levels of SAPB staff. Ensures proper tracking of CDPH Accounting and State Controller's Office postings and that data maintained is accurate and complete. Independently reviews and reconciles monthly Fi$Cal/KK/SCO reports for all Branch expenditures, encumbrances, and reimbursements for accuracy; prepares, processes, and tracks correction documents as needed.

10% Audits and researches invoices and transactions in the accounts payable process. Navigates through the payment record and encumbrance queries to review and ensure expenditures are posted to the appropriate allotment(s), vendor accounts, and appropriations. Establishes and adjusts encumbrances as needed to maintain accurate encumbrances for Accounting and SAPB records and ensures compliance with Departmental requirements. Researches, reviews, and resolves complex payment and reporting problems. Analyzes vendor accounts to ensure payments were made in accordance with State Administrative Manual policy and procedures.

10% Prepares proposed expenditure and budget justification documents associated with applications in response to procurements and grant awards from outside funding sources i.e., CDC, etc.; prepares required grant related budget documents for Section 28, Budget Change Concepts/Proposals, etc. Analyzes and maintains SAPB "BUDS sheets"; prepares and submits transfer budget allotment (TBA) requests to the Department's Accounting and Budget Sections. The Analyst II assists with year-end reconciliations to ensure SAPB does not exceed its budgeted authority; assumes a lead role in researching and completing responses to fiscal drills. Acts as the primary liaison with the CDPH Accounting and Budget Office and stays abreast of new Departmental accounting procedures and changes.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required and assigned

☐ 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: WS
Date: OCT 2026