

DUTY STATEMENT

Employee Name:	Position Number: 580-700-5393-726
Classification: Analyst II	Tenure/Time Base: Permanent/Full-time
Working Title: Grant Analyst	Work Location: 850 Marina Bay Parkway, G-164 Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Laboratory Sciences	Branch/Section/Unit: Business Operations Branch/Fiscal & Grants Management Section/Grants Management 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 performing the grant management functions of the Center for Laboratory Sciences (CLS) to ensure fiscal responsibility enabling the efficient and timely delivery of public health laboratory services, ultimately supporting health and safety of California's residents.

The Analyst II, acting as a Grant Analyst, independently performs administrative, operational support and program service duties with a high level of complexity. The Analyst II utilizes a wide variety of analytical techniques to resolve complex government problems; develop and evaluate alternatives;

including analyzing grant data and presenting milestones and information effectively both orally and in writing; consults with and advises CLS leadership and administrators on current CDC grants and grant opportunities.

The incumbent works under the direction of the Supervisor II, Fiscal & Grants Management Section in the Business Operations Branch.

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% Track federal CDC Grant funding allocated to the Center. Monitor the allowable and unallowable costs under the CDC funding guidance and verify expenditures align with approved budgets and program purposes. Perform the more complex administrative duties such as review and validate drawdown and reimbursement requests to ensure costs are eligible, properly documented, and supported prior to submission. Coordinate with Finance program managers to resolve funding discrepancies, reporting issues, and expenditure questions related to CDC awards. Track CDC funding streams, cooperative agreements, and program supplements to ensure expenditures are properly attributed to the correct award and funding source. Support preparation and review of required financial reports, reconciliation schedules, and supporting documentation for CDC reporting and audits. Serve as technical resource to program and administrative staff regarding CDC funding rules, cost principles, and financial compliance requirements. Respond to inquiries concerning Unit administrative activities and prepare correspondence in response to inquiries from the CLS leadership, Department's Accounting, Budget, and Business Services Section.
- 20% Review budgetary and accounting tasks necessary to conduct the grant audit activities. Develop spreadsheets to analyze allocations of grant resources and identify deficiencies; maintain control and monitor budget expenditures; problem solving and facilitation of effective budget operations; and reconciliation of financial reports per grant.
- 20% Assist in grant management for the Center including tracking, monitoring and evaluation of grants. Ensure Programs maintain strict adherence to grant guidelines and reporting requirements. Ensure fiscal accountability, programmatic stewardship, and regulatory alignment with the grant agreement. Enforce internal controls to uphold compliance standards.
- 10% Prepare grant reports, spreadsheets, and presentations for CLS leadership, the Director's Office, and other reporting agencies as necessary. Coordinate Human Resources Department drills for the Center and Programs. Maintain a centralized system for storing proposals, contracts, reports and audit documents.

Marginal Functions (including percentage of time)

5% Act as Grant Liaison for Center Programs. Provide guidance and consultation as well as receive updates and information for reporting purposes.

5% Perform 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: CP

Date: 10/7/26