DUTY STATEMENT

Employee Name:	Position Number: **580-130-5393-745**
Classification: Analyst II	Tenure/Time Base: Permanent/Fulltime
Working Title: Small Business/Disabled Veteran Business Enterprise Advocate & Compliance Analyst	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/Program Support Division	Branch/Section/Unit: Contracts & Purchasing/Purchasing & Solicitations Section, Policy, Governance and Compliance 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 independently executing a variety of complex, journey-level analytical and technical work as CDPH Small Business/Disabled Veteran Business Enterprise (SB/DVBE) Advocate for the Policy, Governance and Compliance Unit (PGCU). The incumbent independently conforms to the Department's purchasing authority to ensure satisfactory audit and delegated authority renewal by the Department of General Services (DGS) Procurement Division to ensure all state, federal, and Departmental rules, guidelines, regulations, and statutes have been adhered to. This position requires effective written and verbal communication skills and will independently and responsibly perform

assignments exercising sound judgment for issues ensuring regulatory compliance, including but not limited to all Sections and Programs parameters, audits, accreditation, competitive contracts, and procurements. The incumbent consults with departmental officials, employees, and others to give and secure information; and prepares reports and makes recommendations on procedures and program alternatives. Up to 10% travel may be required.

The incumbent works under the direction of the Supervisor I of PGCU.

Special Requirements

- ☒ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☒ Travel: Up to 10% travel may be required
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

30% Implements and maintains the CDPH's SB/DVBE Business Plan pursuant to Government Code (GC) Section 14846 and Military and Veterans Code Section 999.12 and Executive Orders. Implements creative and aggressive methods to enhance contracting and procurement opportunities for SB/DVBE firms to raise CDPH's SB/DVBE use and participation levels. Independently represents the CDPH as the lead SB/DVBE Advocate to seek and encourage SB and DVBE use and participation in purchasing of goods and services statewide, and provides information to contracting and procurement staff for business opportunities. Reviews and ensures prime contractor withhold payments are implemented if necessary, and oversees prompt payment of SB firms in accordance with the Prompt Payment Act. Independently composes and responds to inquiries and correspondence regarding contracting and procurement practices, procedures, activities, complaints and issues affecting SB/DVBE firms, including but not limited to DVBE sub-contractor substitution requests. Works with programs to resolve diverse, sensitive, and/or issues received from SB/DVBE firms, interested parties or control agencies. Liaisons with DGS on SB/DVBE program issues affecting CDPH.

25% Coordinates with the PGCU Chief and Analysts and assists in researching, analyzing, and reporting on the compliance of all functions of contracting and purchasing. Identifies areas for improving operational efficiencies, recommendations on procedures, and takes appropriate action as necessary to ensure compliance. Develops and maintains the departmental efforts to comply with Federal regulations and State legislation regarding contracting and purchasing by partnering with internal stakeholders. Advises and provides technical assistance to CDPH staff for developing changes to contract and procurement processes. Develops and recommends procedures and updates to the CDPH Procurement Manual, policy-related Administration memos and PSD bulletins, templates/checklists, and other publications and materials Proposes recommendations to management and staff.

15% Actively promotes engagement with the SB/DBVE community in various ways, including but not limited to collecting and documenting information on firms, their goods/services and points of

contact, and providing quality interpersonal customer service and information technology tools to communicate with an increasing base of vendors in key geographic, market, and other sectors. Independently represents the department at the SB Business Advisory Council, the DVBE Advisory Council, the DVBE Workgroup meetings, the DVBE alliance events, and other SB/DVBE meetings that include control agencies, other State agencies/departments, and the private sector. Collaborates and makes recommendations to Program Support Division (PSD) management of any/all SB/DVBE program updates that may need to be incorporated into support materials, solicitation documents and training modules. May assist in development of training tools and act as a Subject Matter Expert (SME) at CDPH SB/DVBE training courses.

15% Coordinates and prepares various complex contract/procurement-related reports for distribution to CDPH management, DGS-Procurement Division and other state control agencies, such as the Annual Contract Activity Report (CAR), Improvement Plans, Economic Equity First Action Plan Report and other special adhoc statistical reports as needed. Coordinate the collection of statistical data and documents, and reports findings in a structured and professional format and presents potential solutions and alternatives.

10% Coordinate several SB/DVBE outreach event planning activities, including two annual events hosted by CDPH and/or DGS, which may include organizing facilities, establishing invite lists with the vendor community, creating flyers and other outreach materials, setting up equipment, and procuring needed supplies. Conducts pre/post-event evaluations, collects and analyzes data, and reports outcomes for consideration in future event planning.

Marginal Functions (including percentage of time)

5% Performs other job-related duties as required, such as, but not limited to, participating in impromptu meetings, drills, projects, and/or other training related activities.

☐ 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: NW
Date: 10/19/26