

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-610-5402-909
Classification: Analyst III	Tenure/Time Base: Permanent / Full-Time
Working Title: Fiscal and Contract Services Specialist	Work Location: 1500 Capitol Avenue Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Environmental Health / Division of Food and Drug Safety	Branch/Section/Unit: Food and Drug Branch / Financial Operations and Program Support Section

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 promoting health and wellness and improving state health outcomes by advancing protective measures and reducing risks.

The Analyst III exercises a high degree of independence and professional judgment and is accountable for the accuracy, completeness, analytical defensibility, and timely execution of assigned fiscal determinations, recommendations, and work products. These responsibilities have significant department-level impact as the incumbent's work supports CDPH fiscal decisions and obligations involving external stakeholders, fiscal management and reporting for the California Organic Products

Advisory Committee (COPAC), fiscal analysis supporting the annual Drug and Device Legislative Report, contract commitments, legislative fiscal responses, and resource requests advanced through Financial Management Division's (FMD) Budget Section processes. The incumbent represents CDPH in meetings regarding assigned fiscal matters and is expected to independently identify risks, determine appropriate analytical approaches, resolve complex fiscal issues, and take appropriate action within the scope of delegated responsibilities.

The incumbent works under the general direction of the Supervisor II of the Food and Drug Branch (FDB), Financial Operations and Program Support Section (FOPSS).

Special Requirements

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

Essential Functions (including percentage of time)

- 30% Serves as FDB's advanced fiscal subject matter expert and independently leads complex fiscal accountability analyses and high-impact fiscal initiatives affecting multiple Branch programs and department-level fiscal responsibilities. Identifies and frames fiscal issues that may not be clearly defined; determines appropriate analytical methodologies and data requirements; evaluates expenditure and revenue trends, workload, fund conditions, cost-recovery requirements, position affordability, funding constraints, and other interrelated fiscal factors; independently determines appropriate fiscal approaches and courses of action within delegated authority. The incumbent is accountable for the accuracy, completeness, analytical defensibility, and completion of assigned fiscal determinations and products.

Independently manages the fiscal activities and CDPH organic program budget for COPAC; determines available fiscal resources, evaluates expenditures and funding needs, identifies fiscal risks, and develops fiscal determinations and recommendations supporting required quarterly and annual reporting. Represents CDPH in assigned COPAC fiscal matters and is accountable for ensuring that fiscal information provided to management and external stakeholders is accurate, complete, and defensible.

Leads development and implementation of fiscal methodologies, controls, procedures, analytical tools, and training needed to apply approved fiscal approaches consistently across FDB programs. Coordinates with other analysts, program staff, and subject matter experts on sensitive or high-impact fiscal assignments and leads fiscal accountability meetings, briefings, presentations, and training for management, staff, field offices, and external stakeholders.

- 25% Serves as the lead analyst responsible for processing, coordinating, analyzing, and resolving complex FDB contracts, amendments, renewals, and related vendor agreements from initial program request through execution and closeout. Independently evaluates program needs,

scopes of work, vendor cost proposals, procurement approaches, funding availability, fund-source alignment, expenditure impacts, contract timelines, deliverables, encumbrances, amendments, renewals, and disencumbrances to determine appropriate courses of action and identify fiscal, operational, and contractual risks.

Exercises advanced independent judgment in resolving complex contract issues and determining when additional program, fiscal, legal, procurement, or management consultation is necessary. Coordinates with FDB and Office of Youth Tobacco Enforcement (OYTE) leadership, program managers, vendors, Program Support Division, FMD Budget and Accounting Sections, and the Fiscal Services Analyst to resolve issues and advance contract actions consistent with the requirements of the State Contracting Manual. Develops alternatives and recommends corrective actions to the Supervisor II of FOPSS, FDB leadership, and program management when proposed contract actions present funding, cost, compliance, timing, or operational concerns. Leads development of contract processes and analytical resources as necessary to strengthen consistency, accountability, and continuity of FDB contract activities.

- 20% Independently leads complex legislative fiscal analyses, projections, and high-level fiscal responses involving FDB programs and operations. Determines appropriate analytical approaches for time-sensitive legislative, Departmental, executive, and external inquiries; develops fiscal assumptions, workload methodologies, cost models, staffing estimates, revenue and expenditure projections, and multiyear fiscal impacts; and evaluates effects on contracts, grants, equipment, operating expenses, reimbursements, revenues, and fund sources. Coordinates with other analysts, program subject matter experts, Center for Environmental Health (CEH) Division and Center leadership, the FMD Budget Section, and Legislative and Governmental Affairs (LGA) to resolve conflicting or incomplete information and develop accurate, consistent, and defensible fiscal positions.

Represents CDPH as the sole fiscal analyst for the annual Drug and Device Legislative Report. Independently develops and validates the report's fiscal components; determines fiscal data requirements and appropriate analytical methodologies; coordinates with program analysts and subject matter experts responsible for non-fiscal components; reconciles fiscal and programmatic information; identifies and resolves inconsistencies affecting fiscal conclusions; and ensures the report's fiscal information is accurate, complete, and supportable. The incumbent is accountable for the fiscal analyses included in the final report and represents CDPH, as appropriate, in discussions regarding its fiscal content.

- 20% Serves as FDB's lead fiscal consultant for Budget Change Proposal (BCP) development, long-range resource planning, position costing, and position affordability analysis. Independently identifies and evaluates resource needs; develops fiscal and workload methodologies; analyzes funding availability and fund-source alternatives; determines current- and budget-year fiscal impacts; and evaluates the effects of proposed resources on existing FDB operations and funding commitments. Leads coordination of complex BCP and spending-request analyses among program, fiscal, budget, accounting, and administrative staff and resolves discrepancies in assumptions, workload estimates, costing methodologies, and supporting fiscal information.

Develops and reviews BCP fiscal documents, position-costing analyses, workload justifications, expenditure and revenue assumptions, and multiyear projections to ensure resource proposals are accurate, supportable, and aligned with FDB priorities and Department budget requirements. Provides recommendations to the Supervisor II of FOPSS, FDB

leadership, CEH's Division and Center management, and FMD Budget Section regarding resource priorities, funding strategies, affordability, fiscal risks, and alternatives. These analyses support Department-level decisions regarding FDB resource requests and spending proposals that may subsequently be advanced to the California Department of Finance and other control entities.

Marginal Functions (including percentage of time)

5% Performs other work-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: Nathalia Klyn

Date: 10/20/2026