

DUTY STATEMENT

Employee Name: Vacant	Position Number: 580-406-5393-909
Classification: Analyst II	Tenure/Time Base: Permanent / Full-Time
Working Title: Grants and 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 Infectious Diseases/Division of HIV, HCV, and STIs	Branch/Section/Unit: Office of AIDS/OA Support Branch

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 a variety of fiscal and analytical duties for the Office of AIDS (OA). The Analyst II contributes to the oversight, monitoring, and maintenance of, Office of AIDS' (OA's) budget, expenditures and fiscal processes.

Incumbent primary responsibilities include resolving invoice inquiries, reconciling payments and updating fiscal trackers, monitoring procurements funded through stakeholder proposal allocations and completion of payments resulting from all Office of AIDS procurements. Analyst II primary focus is to monitor and maintain tracking of all stakeholder proposal funds and resulting procurements as well as any replacement funding disbursements to local entities. As needed, this position will also

work to research and maintain encumbrance balances and assist with check deposits.

The incumbent works under the supervision of the Manager II, Chief of the Support 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)

- 35% Analyzes expenditure data from the Fi\$Cal and California Department of Public Health's reports to identify any discrepancies posted across OA's different funding sources. Communicates with management on high level invoice issues and discrepancies and makes recommendations on resolution. Coordinates with OA's program areas, Accounting, and vendors to respond to and resolve issues with invoices and payments to ensure timely processing. Reconcile invoices and related fiscal transactions to ensure accurate payment of invoices. Researches and responds to vendor and internal inquiries regarding invoice payment status.
- 30% Serves as the primary monitor of stakeholder proposal funding. Maintains current tracking of all stakeholder proposal funds associated procurements, and payment status. Updates fiscal tracking systems by inputting all invoice data and properly saving supporting documentation in folders. Utilizes Microsoft Excel to monitor payments and reconcile discrepancies and briefs management regarding tracking issues and process concerns. Ensures stakeholder proposal monitoring resources are maintained accordingly and adjusted year over year. Maintains ongoing oversight of contracts and amendments accordingly to maintain fiscal oversight. Assists with the preparation of invoices for submission to Accounting and helps to submit invoices through Accounting's invoicing portal for final processing as needed. Maintains documentation of invoice submissions and monitors invoice payment status through final payment. Updates all applicable tracking records. Establishes, updates and maintains encumbrances and encumbrance balances. Also, as needed will assist with check deposits. Will enter or update revenue trackers on an as needed basis. Responsible for working with procurement and accounting staff to revise documentation that establishes encumbrances that allow for invoices to be paid against a given contract or grant agreement during the timeframe of the identified state fiscal year like form STD 215-215C as necessary.
- 20% Provides ongoing customer service and fiscal support. Ensures proper record retention for executed payments and retrieves fiscal records in response to audit inquiries. Monitors and maintains records of payments being issued by the State Controller's Office by logging this information into various internal tracking resources. Maintains ongoing monitoring and correspondence with local entities receiving funding disbursements to compensate for funding delays or reductions. Updates and enhances existing tracking tool resources as

additional entities are provided funding.

- 10% Acts as a liaison with the Department's Budget and Accounting Offices regarding budgeting, accounting, drills, and financial reporting for state, federal, and special funds. Responds to OA Program Branch inquiries related to delayed payments and other fiscal issues.

Marginal Functions (including percentage of time)

- 5% Performs other work-related duties as required. Provides additional support with other fiscal duties as needed.

☐ 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: 10/22/2026