

DUTY STATEMENT

Employee Name:	Position Number: 580-131-5157-001
Classification: Analyst I	Tenure/Time Base: Permanent/Full-Time
Working Title: Administrative Services Analyst	Work Location: 850 Marina Bay Parkway, Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration/Program Support Division	Branch/Section/Unit: Facilities Management Services/Administrative Services 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 providing administrative support to Facilities Management Services (FMS) in the areas of budget and fiscal operations, procurement and contracts, business services, employee training, recruitment, and personnel-related activities. The incumbent works collaboratively with FMS analysts, supervisors, and managers to gather and review information, maintain records and tracking systems, prepare reports and supporting documentation, and to assist with the coordination of administrative activities that support efficient FMS operations.

The incumbent works under the supervision of the Supervisor I of the Administrative Services Unit.

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)

- 30% Assists the FMS Budget Analyst with budget and fiscal activities. Collects, organizes, reviews, and maintains fiscal information used for budget tracking, expenditure monitoring, and recurring fiscal reports. Reviews expenditure data and compares expenditures against established budgets and projections. Prepares monthly expenditure reports, budget worksheets, spreadsheets, and other fiscal tracking documents. Maintains fiscal reporting and tracking systems and verifies information for accuracy and completeness. Supports coordination with CDPH Accounting, Budget, and other administrative programs by gathering requested documentation, tracking outstanding items, and following up on routine fiscal matters. Completes invoice tracking and processing, including reviewing documentation for completeness, identifying appropriate funding information, monitoring payment status, and maintaining related records.
- 20% Assists the FMS Procurement Analyst with procurement, purchasing, service order, and contract activities. Reviews procurement requests and supporting documentation for completeness and assists with assembling purchasing and contracting packages in accordance with departmental procedures. Prepares and maintains purchase requests, purchase orders, service orders, procurement tracking records, and related documentation. Enters and updates information in applicable departmental systems, including the Financial Information System for California (FI\$Cal) and procurement tracking systems, as appropriate. Maintains procurement files and records in accordance with departmental record-retention requirements and provides support for renewals, amendments, solicitations, and other procurement activities as assigned.
- 20% Maintains accurate and current training records for FMS employees and maintains tracking tools to monitor required training, completion dates, upcoming due dates, and outstanding training requirements in Public Health Employee Training Tracking System (PHETTS). Coordinates with FMS supervisors, managers, employees, and appropriate departmental contacts to obtain training information, verify completion records, and follow up on outstanding training requirements. Provides routine status updates regarding FMS training compliance. Serves as the primary coordinator for FMS employee announcements, including new-hire announcements and other routine FMS employee communications.
- 15% Assists with preparing Service Orders, Purchase Requests, and related documents used to acquire services, materials, equipment, and operational needs for FMS. Obtains and organizes vendor estimates, proposals, and supporting documentation; prepares required forms; enters

and updates information in applicable tracking systems; and tracks requests through established processes.

- 10% Assists the FMS Personnel Liaison (PL) with recruitment documents, hiring packages, and other personnel-related documentation. Schedules interviews, prepares interview materials and packets, and coordinates routine recruitment activities. Provides support with new employee onboarding documentation and refers personnel matters requiring specialized knowledge or analysis to the FMS PL or supervisor.

Marginal Functions (including percentage of time)

- 5% Performs other job 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: NW

Date: 9/10/26