DUTY STATEMENT

Employee Name:	Position Number: 580-700-5393-909
Classification: Analyst II	Tenure/Time Base: Permanent/Full-time
Working Title: Administrative Fiscal Analyst	Work Location: 850 Marina Bay Pkwy, 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/Fiscal 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 supporting the Center for Laboratory Sciences (CLS), by performing core administrative and financial tasks to ensure the Center maintains operational stability, strict compliance and mission alignment.

The Analyst II, acting as the Administrative Fiscal Analyst, is responsible for completion of fiscal drills; fiscal projections; budget liaison duties, verifying purchase orders, service orders, and contracts, expenditure tracking, and general procurement assistance and guidance.

The incumbent works under the direction of the Supervisor I of the Fiscal Unit in the Fiscal & Grants Management Section of 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)

30% Monitor and oversee all incoming funds, expenditures, projections, purchases, and contractual documentation reports from CLS contracts and purchasing units. Audit and track program encumbrances and expenditures for appropriateness and accuracy. Work collaboratively with the contracts and purchasing units to provide financial summaries, tracking logs, and other reports to the Unit Supervisor and CLS leadership. Provide information to the Accounting and Budget Sections in the Financial Management Branch (FMB) as required. Prepare and monitor complex, multi-year contracts for fiscal compliance. Review tracking systems for various program business needs related to the purchasing of laboratory supplies and equipment for comparison against budget and expenditure reports. Review operational budget and fiscal processes and provide recommendations as needed and provide summaries to assist with policy-making discussions.

30% Analyze and summarize proposed federal and state budget documents related to the CLS. Develop impact statement reports on proposed changes and provide written and verbal recommendations on fiscal information as requested by Budgets, Department of Finance, and the Legislature. Function as an active participant with internal and external workgroups and agencies to ensure the continued successful development and implementation of the Center including Administrative User Group, Contract Management Unit, Budget Section, Accounting Section, etc. and external organizations as needed. Collaborate with the FMB regarding budget reports, salary savings, program expenditure reports, inter-branch expenditures, budget change proposals, finance letters, etc. throughout the budget process. Coordinate a centralized response or independently complete various drills such as budget drills, equipment drills, as assigned. Coordinate, prepare and review budget change concepts, proposals and revisions, coordinate and respond to position budget drill reductions, research and recommend strategies for meeting budgetary requirements. Facilitate and participate in meetings as necessary.

20% Collect, analyze, and review Fiscal reports, budget statements, and other financial resources. Prepare, calculate, monitor, reconcile, and forecast Fiscal reports. Maintain spreadsheets, update, evaluate, and provide ongoing consultive services. Participate in fiscal and budget meetings for the Center and update leadership on any issues or problems. Track and monitor issues/problems and their resolutions or decisions. Prepare explanatory and summary reports, emails, and in-person presentations as needed for meetings. Organize and maintain tracking and filing systems, including records management activities. Oversee the handling of expedited

budget report requests. Coordinate and interact with appropriate control agencies.

15% Expenditure and encumbrance tracking against budget; updating of monthly fiscal projections; payroll analysis; revenue forecasting; and indirect cost analysis via Microsoft Office (especially Excel), FI$Cal, and KK files. Create fiscal executive summaries. Prepare explanatory and summary reports, emails, and in-person presentations. Participate in fiscal tracking and projection meetings and track issue resolutions. Coordinate budget-related reports, for CLS leadership, DGS, FI$Cal, CDPH management, and other special ad hoc statistical reports; coordinate the collection of statistical data; document and report findings in a structured and professional format.

Marginal Functions (including percentage of time)

5% Perform other Analyst II 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: CP
Date: 10/7/26