DUTY STATEMENT

Employee Name:	Position Number: **580-820-5402-001**
Classification: Analyst III	Tenure/Time Base: Permanent/Full-time
Working Title: Senior Federal Grant Analyst	Work Location: Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Health Care Quality/Office of Internal Operations	Branch/Section/Unit: Fiscal Services Branch/Fiscal Forecasting Section/Development 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 being responsible for the complex, technical, and professional accounting analysis of data from various accounting systems. The Analyst III (A III) must be knowledgeable with the Health and Safety Code, Code of Federal Regulations, accounting principles and procedures; government accounting and budgeting; and principles of electronic data processing. The incumbent must possess a thorough knowledge of the Generally Accepted Accounting Principles, the State Uniform Accounting System, FI$Cal, policies, rules and regulations of the Legislature, the State Controller, State Treasurer, Department of Finance, and central control agencies. The incumbent must also possess thorough knowledge of Excel software, design, pivot table management and date manipulation expertise.

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

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)

40% Independently prepare and monitor the Federal Title XVIII and XIX Grant Applications for CHCQ. Be a lead consultant with Executive management, ensuring that the surveyor workload, and expenditure report information is documented between the Federal Grant Application, and the Governor's Budget. Plan and create a methodology of obtaining appropriate data elements from a variety of sources to develop the annual federal budget. Act as a lead and serve as the primary contact and subject matter expert, for the Center for Medicare and Medicaid Services (CMS), the Department's Federal Budget Section, and the Department of Finance on matters related to the Federal Grant. Leads meetings with our federal partners discussing current grant needs and addressing any items that may be affecting the Grant Program.

35% Exclusively monitors the activities of the Federal Title XVIII and XIX Grant, including the monitoring and reconciling of the monthly Federal Grant revenues and expenditures, monthly workload 434 reports, and independently preparing expenditure corrections as needed while briefing Executive Management of crucial changes. Independently analyzes accounting data and draws sound conclusions to establish the appropriate state fiscal year expenditure authority from the projected federal fiscal year grant management of forecasted expenditures, and comparative budgeted expenditures, then presents those findings to management with recommendations. Prepares and uploads the Federal Grant expenditures, workload, and equipment purchases Quarterly and Cumulative reports to the CMS website.

20% Distinctively generates federal grant expenditures, quarterly reports and budget revisions. Analyzes, projects, and reconciles expenditures with the state fiscal year expenditure authority. Provides assistance with the fee development process as required. Analyzes and reviews Budget Change Proposals, Finance Letters, Budget Revisions, Legislation and other documentation for submission to the Department of Finance. Provides fiscal data and analysis for the preparation of BCC/BCPs, transfers of Budget Allotments, proposed legislation/analysis and budget revisions. Prepares reports on sensitive and complex public policy issues and other health facility related issues.

Marginal Functions (including percentage of time)

5% Performs special tasks and projects at the request of executive staff as they relate to the program. Act in a lead capacity on assignments and special projects. Participates in various meetings with management and other program and departmental staff. Consults with CHCQ management on a

variety of issues. Performs other job related duties as assigned.

☐ 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: DS
Date: 11/6/2026