DUTY STATEMENT

Employee Name:	Position Number: **580-130-5402-901**
Classification: Analyst III	Tenure/Time Base: Limited Term / Full-Time
Working Title: Procurement Modernization and Center for Social and Behavioral Health Project Lead	Work Location: 1616 Capitol Avenue, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Administration / Program Support Division	Branch/Section/Unit: Contracts and Purchasing

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 by performing highly responsible and complex analytical and project-management work that strengthens procurement operations, promotes statewide consistency, and supports the establishment and implementation of the new Center for Social Behavioral Health (CSBH).

The Analyst III serves as the department's primary technical and subject matter specialist for procurement modernization and CSBH implementation. The incumbent independently performs the most complex, sensitive, and mission-critical analytical work required to develop, implement, and sustain standardized procurement practices and contracting improvements. This position provides

authoritative consultation to programs and executives; leads cross-divisional coordination; interprets and applies complex laws, policies, and statewide directives; and ensures procurement readiness for CSBH initiatives. The incumbent functions as the primary liaison between the Program Support Division (PSD), Contracts and Purchasing (C&P), CSBH leadership, Information Technology Services Division (ITSD), Administration (Admin), Operations (Ops), and the Director's Office (DO), ensuring consistent communication, alignment, and integration of modernization activities across the Department.

The incumbent works under the general direction of the Contracts & Purchasing Assistant Division Chief and the PSD Assistant Deputy Director.

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)

25% Serves as the department's primary technical specialist and liaison between C&P and the CSBH program, independently leading coordination, consultation, and facilitation of all procurement activities required for CSBH implementation. Provides expert interpretation of complex procurement rules, policies, and requirements to ensure program needs are accurately translated into compliant procurement specifications. Clarifies timelines and scopes of work, identifies and resolves high-level operational barriers, and delivers authoritative guidance to stakeholders across CDPH. Maintains proactive communication with operations and CSBH partners to ensure timely, consistent, and compliant delivery of procurement activities supporting CSBH program objectives.

20% Conducts advanced, department wide analysis of procurement practices across CDPH Centers, Divisions, and Offices to identify fragmentation, inefficiencies, risks, and opportunities for standardization. Independently evaluates complex operational and policy conditions; develops high-impact recommendations; and provides authoritative guidance to executive leadership on modernization strategies. Designs and implements unified workflows, standardized operating procedures, and centralized procurement models that strengthen compliance, increase efficiency, and improve alignment across the department. Leads and coordinates procurement modernization efforts, ensuring consistent application of statewide requirements and integration of best practices throughout CDPH.

20% Develops and independently manages complex, multi-phase project plans, schedules, and implementation strategies that support both CSBH procurement requirements and departmentwide procurement modernization objectives. Applies advanced analytical judgment to identify critical milestones, interdependencies, and operational risks; conducts

comprehensive risk assessments; and proactively elevates issues requiring executive attention. Ensures coordinated execution and alignment across PSD, OSS, C&P, ITSD, Admin, Ops, and the DO, providing authoritative guidance to stakeholders and maintaining consistency throughout all phases of project implementation.

10% Analyzes complex procurement processes across the department to identify systemic gaps, operational risks, and opportunities to improve workflows and strengthen consistency. Independently develops and recommends standardized practices, streamlined procedures, and modernization strategies that enhance efficiency, transparency, and compliance. Provides authoritative guidance on centralized procurement operations, interpreting and applying complex laws, policies, and statewide directives to ensure that departmental procurement activities remain aligned with both statewide requirements and CDPH strategic objectives.

10% Designs, develops, and independently maintains advanced dashboards and reporting tools that monitor procurement timelines, centralization progress, compliance indicators, cycle times, workload distribution, bottlenecks, and organization-wide adoption of modernization efforts. Applies complex analytical methodologies to ensure data accuracy, interpret operational trends, and identify systemic issues requiring executive attention. Produces high-level reports and briefings that provide authoritative insight and support data-driven decision-making, transparency, and continuous improvement across CDPH

10% Facilitates high-level communication and coordination among CSBH leadership, the PSD, OSS, C&P, ITSD, Admin, Ops, the DO, external partners, and program stakeholders to ensure a shared and consistent understanding of procurement needs and departmental modernization objectives. Provides guidance and expert consultation to stakeholders, ensuring alignment with complex procurement requirements and statewide directives. Develops specialized training materials, implementation resources, and guidance documents that support consistent application of centralized procurement practices and promote departmentwide adoption of modernization efforts.

Marginal Functions (including percentage of time)

5% Performs other duties as required to support program, division, and department objectives, including assistance with policy interpretation, technical consultation, and support for high-priority initiatives.

☐ 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: 11/18/26