

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

PROPOSED

CURRENT

DIVISION OR BCA Administration				POSITION NUMBER (Agency-Unit-Class-Serial) 820-200-5157-005		Position ID 33
UNIT Business Services				CLASSIFICATION TITLE Staff Services Analyst		
TIME BASE / TENURE P/FT	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input type="checkbox"/>	MCR 1	WORKING TITLE Budget Analyst	
LOCATION Sacramento				INCUMBENT		EFFECTIVE DATE
STATE TREASURER'S OFFICE MISSION						
The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.						
COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION						
The California State Treasurer's Office (STO) is committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. The STO is proud to foster inclusion and representation at all levels of the Department.						
DIVISION OR BCA OVERVIEW						
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Administration Division provides support services to the various programs as well as to the Authorities directly associated with the Treasurer's Office. These responsibilities include accounting, budgeting, business services, personnel management, labor relations, Equal Employment Opportunity Office, training and management analyses.						
GENERAL STATEMENT						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Director, Administration Division (C.E.A. Level B) and the supervision of the Budget Officer (SSM III), this position will assist with analytical budget duties of average difficulty for the State Treasurer's Office (STO) and the Boards, Commissions and Authorities (BCAs) under the Chair of the State Treasurer. Duties are primarily related to the state budgeting process, but also include projects of a general analytical nature.						
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.					
50%	Assists in the development and preparation of the State Treasurer's Office and the Boards, Commissions and Authorities budgets; implements the procedures for the development of the baseline budget for the annual Governor's Budget and budget change proposals (this includes coordination of all justification material necessary for the presentation and review of program changes); monitors its approval through the executive and legislative review process; responds to questions and/or requests from the Treasurer, STO Division Directors, Executive Directors, designated management/supervisory staff, and the Department of Finance.					
20%	Assists with special analysis such as developing or updating electronic budget tracking and reporting systems (in Excel or Access); researching, evaluating and making recommendations on various budgetary issues as assigned, such as sources of revenue and distribution of indirect charges.					
15%	Assists with the administration, maintenance, and revisions of the budgets for the STO and BCAs during the operating year, including reviewing fiscal reports for spending trends, and assists in coordinating with STO and BCA staff to gather fiscal information necessary for analysis. Provides interpretation of budget adjustments to STO and BCA staff.					
10%	Performs other special projects as required, but not limited to special analysis on key fiscal issues as required or requested by management; responding to Department of Finance "drills"; and calendaring, preparing agendas, and attending fiscal meetings with management staff.					
5%	Performs other job-related duties as required					
SPECIAL REQUIREMENTS						
N/A						
To be reviewed and signed by the supervisor and employee:						

EMPLOYEE'S STATEMENT:

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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SUPERVISOR'S STATEMENT:

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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