

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**  
**POSITION DUTY STATEMENT**

PROPOSED

CURRENT

|  |  |   |             |                       |  |
|--|--|---|-------------|-----------------------|--|
| <b>CDCR INSTITUTION OR HEADQUARTERS PROGRAM</b>  |  | <b>POSITION NUMBER (Agency-Unit-Class-Serial)</b> |             | <b>MCR / HCR</b>      |  |
| Board of Parole Hearings   |  | 065-155-5393-800, 805 & 065-156-5393-803          |             | 1                     |  |
| <b>DIVISION / UNIT</b>   |  | <b>CLASSIFICATION TITLE</b>                       |             |                       |  |
| Fiscal Services/Budget and Accounting Unit   |  | Associate Governmental Program Analyst            |             |                       |  |
|  |  | <b>WORKING TITLE</b>                              |             |                       |  |
|  |  | Associate Governmental Program Analyst            |             |                       |  |
|  |  | <b>TIME BASE / TENURE</b>                         | <b>CBID</b> | <b>WWG</b>            | <b>COI</b>   |
|  |  | Perm FT   | R01         | 2                     | Yes <input checked="" type="checkbox"/><br>No <input type="checkbox"/> |
| <b>LOCATION</b>  |  | <b>INCUMBENT</b>                                  |             | <b>EFFECTIVE DATE</b> |  |
| ██████████, Sacramento CA 95814  |  |   |             |                       |  |
| <b>CDCR'S MISSION</b>  |  |   |             |                       |  |
| We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.   |  |   |             |                       |  |
| <b>COMMITMENT TO DIVERSITY, EQUITY AND INCLUSION</b>   |  |   |             |                       |  |
| The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are 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. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.                             |  |   |             |                       |  |
| <b>DIVISION OVERVIEW</b>   |  |   |             |                       |  |
| The Board of Parole Hearings (BPH) maintains a high performing parole hearings system to protect and preserve public safety through the exercise of its statutory authorities and policies, while ensuring due process to all criminal offenders who came under the jurisdiction of the BPH.   |  |   |             |                       |  |
| <b>GENERAL STATEMENT</b>   |  |   |             |                       |  |
| Under the general direction of the Staff Services Manager I, Budget and Accounting Unit, the Associate Governmental Program Analyst (AGPA) is responsible for performing the more varied and complex technical and analytical duties relating to the processing of incoming invoices for the Board of Parole Hearings (BPH). The incumbent is required to utilize various databases and BPH billing guidelines to ensure information provided in invoices is accurate before processing for payment. |  |   |             |                       |  |
| <b>% of time performing duties</b>   | <b>Duties and responsibilities assigned to the position</b>  |   |             |                       |  |
| 30%  | <b>ESSENTIAL FUNCTIONS</b><br>Independently review, analyze, audit, and process incoming invoices which includes invoices from interpreters, evaluators, trainings, contracts, purchase orders, non-purchase orders, Service and Expense (S&E), utilities, travel claims, etc. for accuracy. Reconcile invoice expenses and payments, and process incoming checks. Utilize various databases such as Business Information System and Board's Information Technology System to research, verify, and process invoice billing. Monitor and maintain expenditure logs to track payments including direct pay such as General Logistics Systems and Department of General Services.                              |   |             |                       |  |
| 30%  | Communicate orally and/or in writing in a professional and effective manner and independently maintain effective working relationships in all situations. Perform difficult analytical tasks including research and resolve invoices inquiries/discrepancies with program staff, vendors, and Headquarters Accounting staff using various databases. Work with Contracts and Procurement Unit to request goods receipt on invoices. Set up meetings with other units to clarify invoice issues. Answer phone calls and e-mails regarding payment status. Return invoices with "Request for Invoice Correction" and if necessary, write correspondence to vendors. Dispute incorrect charges and/or billings. |   |             |                       |  |

|     |  |
|-----|--|
| 20% | Review, log, audit, and process payment of attorney invoices. Audit and review Commissioner Travel Claims for accuracy as well as tracking purposes and submit for payment. Assist with updating and maintaining the Travel Guide for traveling staff and assist training BPH staff in the State’s travel procedures.                |
| 10% | Reconcile, track, and perform analysis of BPH expenditures comparing logs to the Budget Consumption Report to ensure correct line items are posted correctly and only BPH expenditures are posted. Prepare correction spreadsheet for the correct fund codes to resolve incorrect expenditure postings. Work on special assignments. |
| 5%  | Distribute, track, and process Petty Cash following policy and procedure. Write and update desk procedures. Utilize state vehicle. Perform other business-related duties including providing back-up coverage as directed.   |
| 5%  | <b>MARGINAL FUNCTIONS</b><br>Attend meetings, complete training, complete annual documents. Perform other duties as assigned. Some travel may be required.   |

**SPECIAL REQUIREMENTS**

- CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.

**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.*

|                                |                             |             |
|--------------------------------|-----------------------------|-------------|
| <b>EMPLOYEE’S NAME (Print)</b> | <b>EMPLOYEE’S SIGNATURE</b> | <b>DATE</b> |
|--------------------------------|-----------------------------|-------------|

**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.*

|                                  |                               |             |
|----------------------------------|-------------------------------|-------------|
| <b>SUPERVISOR’S NAME (Print)</b> | <b>SUPERVISOR’S SIGNATURE</b> | <b>DATE</b> |
|----------------------------------|-------------------------------|-------------|

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| <b>DIVISION / UNIT</b>   |  | <b>CLASSIFICATION TITLE</b>                       |             |   |
| Fiscal Services/Budget and Accounting Unit   |  | Staff Services Analyst                            |             |   |
|  |  | <b>WORKING TITLE</b>                              |             |   |
|  |  | Staff Services Analyst                            |             |   |
|  |  | <b>TIME BASE / TENURE</b>                         | <b>CBID</b> | <b>WWG</b>                              |
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| SUPERVISOR’S NAME (Print) | SUPERVISOR’S SIGNATURE | DATE |
|---------------------------|------------------------|------|