

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
CALIFORNIA JUSTICE INFORMATION SERVICES DIVISION
OPERATIONS SUPPORT PROGRAM
FISCAL SERVICES SECTION**

JOB TITLE: Staff Services Analyst (SSA)

POSITION NUMBER: 420-798-5157-001

INCUMBENT: Vacant

STATEMENT OF DUTIES: Under general direction, the incumbent performs various budget-related activities such as Operating Expenses and Expenditure analysis including periodic/quarterly budget reports, Budget Change Proposals (BCP), special requests for budget information; and tracking of procurement information for budget analysis and technical project purposes. Above average verbal and written communication skills are required in conjunction with these activities, as well as stellar customer service.

SUPERVISION RECEIVED: Reports directly to the Staff Services Manager I, Operations Support Program, Fiscal Services Section.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit at a computer terminal for extended periods of time. May be required to lift, carry or move up to 20 pounds.

TYPICAL WORKING CONDITIONS: Workstation on the first floor in a smoke-free environment. Will be expected to work overtime, particularly during the end of fiscal quarters, and during the year-end closing period from approximately April through mid-July, and as contract terms are expiring. The Unit is a highly service-oriented administrative services unit and the incumbent must be ready, willing and able to produce quick responses to business issues on a Monday through Friday basis.

ESSENTIAL FUNCTIONS:

25% Perform a variety of analytical functions in support of the CJIS Division budget which consist of: baseline allotments, administrative projections, projections for quarterly summaries and budget formats. Identify potential reductions and recommend actions for discussion with Bureau Director. Gather and maintain data on Bureau spending and hiring including personnel costs and staff benefit calculations, and prepare reports for management review and decision making purposes. Track and maintain Bureau detailed salary and wage projections.

Duty Statement

SSA – CJIS/OSP/Fiscal Services Section

- 25% Monitor and coordinate the baseline budget and prepare and analyze the fiscal condition reports; monitor allotments and expenditures in various overtime and temporary help blankets, prepare status reports, and quarterly summary reports for management review and decision making; and calculate staff benefits, positions and departmental services.

- 20% Reviews Legislative Bill Analysis, written and fiscal for accuracy and provides costing sheets as needed. Develop and prepare Budget Change Proposals (BCPs) and Spring Finance Letters to conform to statewide or departmental policies and program objectives; reviews and edits narrative descriptions and provides fiscal detail and analysis. Coordinates and negotiates necessary changes with departmental managers to ensure well written narrative and fiscal/workload analyses support the proposal. Prepares all documents to ensure that deadlines are met.

- 20% Monitor and track all operating equipment and expenditures for Bureau which includes identifying, analyzing and resolving discrepancies between the Division of Operations, the Accounting Office and Bureau multi-year spend plan. Create and maintain various spreadsheets; compile, analyze and prepare reports.

- 5% Research the Accounting Information System (AIS) entries to ensure documents are encumbered or expended. Facilitate meetings between Bureau and Division staff to assess activity status, completion time lines and identification of reasons for project delays. Conduct resolution for discrepancies on invoices and contracts.

- 5% Special projects as directed by management, i.e. Spend Plan Development; Cross train with and provide back-up duties to other budget analysts. This position may require travel between dual locations located in Sacramento and Rancho Cordova and will be required to work mandatory overtime when needed.

I have read and understand the essential functions and typical physical demands required of this job and I am able to perform the essential functions with or without reasonable accommodation.

Employee Signature Date

Supervisor Signature Date