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**CONCEPT OF POSITION:**

This position is in the FPAB within the Fiscal Forecasting and Policy Branch of the Administration Division at CDSS. Under the direction of a SSM I, the SSA is responsible for performing financial oversight of fiscal issues as it pertains to local assistance funding. This involves developing allocation formulas using the various Departmental data sources.

**A. RESPONSIBILITIES OF POSITION:**

Under the general direction of the SSM 1, the SSA is responsible for performing financial oversight and providing analysis and input to CDSS management on the fiscal issues impacting local government and developing individual county allocations.

With guidance from the SSM 1, the SSA will provide analysis and make recommendations to CDSS management on issues impacting local and state government. With direction, the analyst performs: (1) financial oversight, (2) develops a clear understanding and expertise on the budgetary authority of a specific assignment(s) and (3) ensures that proposals are within appropriate funding parameters. With the SSM I, represents the Bureau in state and county work groups and providing presentations/briefings to CDSS management, county organizations, control agencies or legislative representatives. In addition, the SSA would function as a consultant to county and Departmental staff regarding cost containment requirements and individual county status in relation to the allocations with management guidance. Specific responsibilities include:

- 40% Reviews proposed contracts, legislation and regulations to assess the fiscal implications of policy changes; acting as a consultant to Bureau, Departmental and county staff; responding to information requests from management or other bureaus within the Department, the Legislative Analyst's Office or the Department of Finance; develop individual county budgets for administrative funding requests for the California Work Departmental sources and preparing final county allocations for display via a County Fiscal Letter. Opportunity and Responsibility to Kids, CalFresh, Foster Care, Child Welfare Services and In-Home Supportive Services programs; developing county allocation formulas in conjunction with county work groups using application data from
  
- 30% Displays cost information and statistics in a format to be used by management, specifically the use of spreadsheet applications in the personal computer and office automation environments. This would include the manual entry of large volumes of data when required, as well as the necessary software application skills required for processing the data into the required format.
  
- 15% Analyze and reconcile the budget appropriations for assigned programs to the initial allocations and reallocations made during each fiscal year.
  
- 10% Track fiscal and statistical data for counties to monitor performance in relation to allocation spending levels for all programs. The SSA would identify and address any unusual trends in areas of activity levels and caseload reporting on high expenditure patterns and advise county management and fiscal staff of allocation status via telephone or e-mail correspondence.
  
- 5% Other duties as assigned in support of the Fiscal Policy and Analysis Bureau.

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B. SUPERVISION RECEIVED:

The SSA receives general direction from the SSM I. The SSA may also receive guidance from leadanalysts in the Associate Governmental Program Analyst capacity.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The SSA has recurrent telephone, email and occasional personal contact with county management and fiscal staff in addition to Departmental and control agency staff. The SSA is expected to work collaboratively with internal program and fiscal partners, as well as other members of the unit and thebureau.

E. ACTIONS AND CONSEQUENCES:

Funding allocations involve millions of dollars of General Fund and federal funds and must be consistent with the overall state budget and statutory requirements. Timeliness of funding allocations is critical for the delivery of program services by the counties. The consequence of error will result in adirect impact on state and county budgets. Therefore, all allocations and assignments must be fully reviewed and vetted through internally.

F. OTHER INFORMATION:

The job requires overtime as necessary throughout the year.

## State of California - Department of Social Services

**DUTY STATEMENT**

EMPLOYEE NAME:

CLASSIFICATION:

Associate Governmental Program Analyst (AGPA)

POSITION NUMBER:

800-674-5393-910

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

Administration/Fiscal Forecasting &amp; Policy Branch (FFPB)

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

Fiscal Policy &amp; Analysis (FPAB)/Fiscal Analysis &amp; Allocations

SUPERVISOR'S NAME:

Jarret Yee

SUPERVISOR'S CLASS:

Staff Services Manager I

## SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

- Designated under Conflict of Interest Code.
- Duties require participation in the DMV Pull Notice Program.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)
- X None
- Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

*Jarret Yee*

DATE

3/3/2021

EMPLOYEE'S SIGNATURE

DATE

## SUPERVISION EXERCISED (Check one):

 None Supervisor Lead Person Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

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FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

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MISSION OF ORGANIZATIONAL UNIT:

The FPAB is responsible for fiscal implementation and support over county program administration for all California Department of Social Services (CDSS) programs. This includes providing analysis of federal and state legislation, issuing county fiscal instructions and funding allocations as well as fiscal monitoring to ensure the appropriate use of federal and state fund sources. The Fiscal Analysis and Allocations Unit (FAAU) establishes and maintains the allocation methodologies for the programs administered by the County Welfare Departments and Probation Departments. In addition, the FAAU is responsible for the fiscal review of administrative expenditures claimed by the counties.

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**CONCEPT OF POSITION:**

This position is in the FPAB within the Fiscal Forecasting and Policy Branch of the Administration Division at CDSS. Under direction of the Staff Services Manager (SSM I), the Associate Governmental Program Analyst (AGPA) is responsible for performing financial oversight of the more complex fiscal issues as it pertains to local assistance funding. This involves developing allocation formulas using the various Departmental data sources that are available. The AGPA must be able to research, analyze legislation and prepare clearly written County Fiscal Letters. The AGPA must be proficient in Microsoft Excel and Word and be able to prepare spreadsheets and word documents necessary for the analysis, development and release of county allocations. The AGPA must be able to work under limited time frames associated with the statutory budget cycle and budget subvention process

A. RESPONSIBILITIES OF POSITION:

40% Provide guidance and be a resource for assigned programs fiscally controlled by the Bureau. This would include reviewing proposed contracts, legislation and regulations to assess the fiscal implications of policy changes; acting as a consultant to Bureau, Departmental and county staff; responding to information requests from management or other bureaus within the Department, the Legislative Analyst's Office or the Department of Finance; developing individual county budgets for administrative funding requests for the California Work Opportunity and Responsibility to Kids, CalFresh, Foster Care, Child Welfare Services and In-Home Supportive Services programs and developing county allocation formulas in conjunction with county workgroups using application data from Departmental sources and preparing final county allocations for display via a County Fiscal Letter.

30% Develop computer programs in order to display cost information and statistics in a format to be used by management, specifically the use of spreadsheet applications in the personal computer and office automation environments. This would include the manual entry of large volumes of data when required, as well as the necessary software application skills required for processing the data into the required format.

20% Analyze and reconcile the budget appropriations for assigned programs to the initial allocations and reallocations made during each fiscal year. Also, provide input for the budget appropriations.

5% Track fiscal and statistical data for counties to monitor performance in relation to allocation spending levels for all programs. The AGPA would identify and address any unusual trends in areas of activity levels and caseload reporting on high expenditure patterns and advise county management and fiscal staff of allocation status via telephone or e-mail correspondence.

5% Other duties as assigned in support of the Fiscal Policy and Analysis Bureau. May travel to meetings or trainings

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B. SUPERVISION RECEIVED:

The AGPA works under direction of the SSM I and is expected to work independently and receives minimal direction from the SSM I.

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The AGPA has recurrent telephone, email and occasional personal contact with county management and fiscal staff in addition to Departmental and control agency staff. The AGPA is expected to work collaboratively with internal program and fiscal partners, as well as other members of the unit and the bureau. The AGPA serves as a lead to peer analysts in the Unit in the Staff Services Analyst capacity.

E. ACTIONS AND CONSEQUENCES:

Funding allocations involve millions of dollars of General Fund and federal funds and must be consistent with the overall state budget and statutory requirements. Timeliness of funding allocations is critical for the delivery of program services by the counties. The AGPA recommendations and consequence of error will result in a direct impact on state and county budgets. Therefore, all allocations and assignments must be fully reviewed and vetted through internal management and may require approval by County Welfare and Probation stakeholders and well as state control agencies.

F. OTHER INFORMATION:

The job requires overtime as necessary throughout the year.