

**State of California  
Business, Consumer Services and Housing Agency  
California Department of Housing and Community Development  
DUTY STATEMENT**

**Division:** State Financial Assistance  
**Unit:** Fiscal Support  
**Position Number:** 401-261-5393-xxx (PS xxxx)  
**Classification:** Associate Governmental Program Analyst  
**Working Title:** Fiscal Support Analyst  
**Location:** Sacramento, Headquarters  
**Incumbent:** Vacant  
**Effective Date:** TBD

**Department Statement:** You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

**Job Summary:** Under the general direction of the Fiscal Manager (Staff Services Manager I), the incumbent provides analyses to management and program staff regarding the Division's budget related issues. The incumbent provides input and assists with the development of the Division's budget and other fiscal matters.

<b>% of Time</b>	<b>Essential Functions:</b>
30%	Budget Advice and Technical Assistance: Gathers pertinent information from program staff, writes/reviews budget change proposals (BCP's), budget revisions, assorted required schedules and other documents for the preparation and submittal to the Administrative Management Division for the annual Governor's Budget. Provides additional technical support through development of workload analysis, program specific justifications, etc.
25%	Monitoring Expenditures and Revenue: Analyzes expenditure reports against budget allotments to determine the performance of programs. Monitors Branch and Section budgets and consults with management and program staff in making adjustments to planned expenditures. Prepares revenue reports and analyzes projected revenue conditions against current status. Compares actual revenues to actual expenditures and projects year-end position, monitors the progress of adjusted planned expenditures against adjusted budget allotments to ensure that sufficient funds are available to support programs and presents findings to management.
15%	Review of Proposed Legislation: As requested by the Legislative coordinator, prepares analyses of fiscal impact of proposed legislation. Consults with program

- staff as needed; presents detailed analyses to the Legislative Unit; follows up with necessary BCP's or other budget documents upon passage of legislation.
- 10% Recommendations to Department Management: Prepares budget summaries and presents information to management with recommendations for actions. Makes presentation related to specific issues raised by control or other agencies. Alerts management to potential deficit situations by presenting fiscal performance information of programs.
- 10% Out of State Travel: Gathers necessary information and works with program staff in the development of the department's annual Out of State Travel blanket. Maintains tracking of trips and provides information necessary to secure approval for the out of state trips.
- 5% Budget Document Preparation: Informs and instructs program staff on fiscal procedures, budget organization, program and cost center budget development and methods of gathering data for budget development
- 5% Ad Hoc Groups: Serves as fiscal representative to ad hoc groups formed to solve administrative problems.

**% of Time      Marginal Functions:**  
None

**Special Requirements:** (Define all that apply)

**Travel:** Up to 5% overnight travel throughout the state may be required.

**Supervision Exercised:** None

**Conflict of Interest (COI):** Form 700 reporting required

**Background Check:** None

**Live Scan:** None

**Bilingual, specify language:** None

**License/Certification:** None

**Medical Clearance:** None

**Other, please specify:** None

**Physical Requirements:** The position requires the ability to sit, stand, read, communicate and work on a computer for extended periods of time.

**Working Conditions:** The incumbent works in an office setting. Air conditioned, high-rise building with elevator access, cubicle or office with natural and artificial lighting.

**Administrative Responsibility:** It is imperative that the incumbent understands the various departmental and state policies and procedures as they related to their respective duties.

**Personal Contacts:** The incumbent has frequent contact with departmental staff, other departments, Control Agency staff, and Capitol Office staffers.

**Consequence of Error:** Failure to use good judgment in processing documents, handling sensitive and confidential material and providing correct information to departmental staff and the public could significantly impact departmental employees, the internal and external operations of the Department and create a potential loss of state and federal funds.

**Diversity, Equity, and Inclusion:** All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees for a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat other with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

**Equal Employment Opportunity:** All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

*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.)*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

*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.*

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

\*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.

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**California Department of Housing and Community Development**  
**DUTY STATEMENT**

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**Classification:** Staff Services Analyst  
**Working Title:** Fiscal Support Analyst  
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**Effective Date:** TBD

**Department Statement:** You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

**Job Summary:** Under the general supervision of the Fiscal Manager (Staff Services Manager I), the incumbent provides a variety of less complex analyses to management and program staff regarding the Division's budget related issues. The incumbent provides input and assists with the development of the Division's budget and other fiscal matters.

<b>% of Time</b>	<b>Essential Functions:</b>
30%	Budget Advice and Technical Assistance: Gathers pertinent information from program staff, writes/reviews budget change proposals (BCP's), budget revisions, assorted required schedules and other documents for the preparation and submittal to the Administrative Management Division for the annual Governor's Budget. Provides additional less complex technical support through development of workload analysis, program specific justifications, etc.
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**Special Requirements:** (Define all that apply)

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**Supervision Exercised:** None

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**Background Check:** None

**Live Scan:** None

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**License/Certification:** None

**Medical Clearance:** None

**Other, please specify:** None

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*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.)*

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

*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.*

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