

DUTY STATEMENT

(07/14)

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		Effective Date: 04.2022
1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-5284-001	
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Associate Budget Analyst	
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m., Monday to Friday	5. SPECIFIC LOCATION ASSIGNED TO N/A	
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-5284-001	
All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.		
8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Staff Services Manager II, and with guidance from the Budgets Unit Lead, the Associate Budget Analyst, is responsible for the Conservancy's budget functions. The position works as part of the Budgets Unit, and in coordination with other administrative units, project staff, and Federal/State/local entities.		
9. Percentage of time performing duties	10. 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. <i>(Use additional sheet if necessary)</i>	
45%	ESSENTIAL FUNCTIONS Budget Analysis Lead development of local assistance budget, including writing Budget Change Proposals, acting as liaison with Budget Analyst at Department of Finance for Budget Change Proposals, technical adjustments, Spring Finance Letters, and other budget matters. Enter local assistance budget information into Hyperion, including Budget Change Proposals, Spring Finance Letters, and other adjustments. Process Continuing Work Authorizations. Review Governor's Budget and Budget Act. Prepare a table of appropriations by fund with encumbrance and liquidation dates and agency use codes, if applicable, for accounting to set up internal fund tracking. Respond to questions from project staff about appropriation purposes and timelines.	
15%	Local Assistance – Project Reporting Lead expenditure reporting required by California Natural Resources Agency and others. This reporting includes data entry into ABCRS, Airtable, and other formats. Reporting typically requires querying information from the Coastal Conservancy's project database and combining that information with budget information and accounting reports. Meet reporting deadlines and respond to external information queries and data collection drills.	
15%	ABCRS – Bond Reporting Functions as ABCRS bond database administrator for cash projections, entering new projects and other bond related work which may include, but not limited to, bond cash estimates, bond accountability reporting, tracking regional allocation, tracking bond balances with long term budget planning. Point of contact with Dept. of Parks and Recreation's Bond Unit for all ABCRS matters. When required, review the changed language for any new Upfront tax exempt (TE) bond sales issued by the State Treasurer's Office and determine if the changes will affect our treatment of bond proceeds and then confirm tax certificates.	
11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print) Helen Kang	SUPERVISOR'S SIGNATURE	DATE
12. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

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GS 907T (REV. 03/03)

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10%	<p>Backup Duties As part of the Budgets Team, provide backup for development and tracking of the Conservancy's support budget. Prepare various Budget Schedules, budget calculations, budget documents, reports, and supporting spread sheets. Prepare Budget Requests, Budget Revisions, Baseline Budget Adjustments (BBAs) and Section 28.00 applications as needed. Enter, review, and correct Hyperion data. Conduct retirement rate contribution adjustment & health and dental contribution adjustments. Review and negotiate pro rata & SWCAP assessments. Review Governor's Budget Galley including reporting of past year expenditures, current year adjustments and budget year appropriation and allocation of expenditure changes. Track approved positions, including reconciling and reporting position vacancies and salaries. Provide annual expenditure plan to accounting to identify which support funding sources should be used for which expenses in the support budget. Provide annual and monthly direction to Accounting staff on funding sources to be used in the Plan of Financial Adjustments for payroll. Generate and share Fi\$CAL reports on actual support budget expenditures and track support expenditures. Complete annual workforce allocation documentation to justify support budget expenditures. Obtain and maintain information from multiple databases and synthesize data when creating needed and/or requested reports (Tempo, Project, spreadsheets, etc.).</p>
10%	<p>Additional Items Develop and negotiate annual Indirect Cost Rate Agreement with federal cognizant agency for the purpose of support cost recoveries.</p> <p>Analyze budget impacts of proposed legislation.</p> <p>Participate and contribute to JEDI-related activities.</p> <p>Create/prepare training materials and assist with the training/onboarding of staff related to budgets.</p> <p>Create, update, and maintain the Budgets Procedures Manual, as needed.</p> <p>Assist Accounting, Contracts & Procurement, project staff, and other entities with Budgets related questions and/or issues.</p>
$\frac{5\%}{100\%}$	<p>MARGINAL FUNCTIONS</p> <p>May be tasked for special assignments from Executive Officers and Director of Fiscal Services for special projects, research and information gathering, audits, and/or other external requests.</p> <p>May be assigned to assist different administrative units when short-staffed or for cross-training purposes.</p> <p>Misc. project management as needed that may be in any of our regions, depending on staffing needs.</p>

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	<p>KNOWLEDGE, SKILLS AND ABILITIES</p> <p>Knowledge of: Principles, practices, and trends of public and business administration, governmental budgeting and accounting; financial structure, uniform accounting system, and financial procedures of the State of California; purposes, functions, and fiscal organization of the various State agencies; laws relating to financial administration of the State Government; principles of public administration; principles of organization and management; principles and practices of public finance, research techniques and statistical principles and procedures. Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team leader; and appear before legislative and other committees. Develop various types of budget documents; analyze and solve difficult technical budget problems; establish and maintain cooperative relationships with control agency staff and others contacted in the work; speak and write effectively; analyze situations accurately and develop an effective course of action. Establish and maintain cooperative and effective relations with those contacted in the course of work; work effectively with Federal, State, and local agencies to ensure project compliance with laws, regulations, and plans; balance and resolve conflicting needs between various uses of coastal and San Francisco Bay Area resources, including agriculture, habitat, resource extraction, and public recreation; mentor staff and lead teams to implement the programs and projects; develop innovative solutions for difficult and complex projects utilizing a multitude of tools and techniques; provide effective leadership to project team members to ensure timely completion of projects by making effective use of team resources, resolving team conflicts, and maintaining open communications; provide effective interagency policy coordination and technical input for projects that involve multiple agencies and other governmental entities; communicate effectively on a one-to-one basis and in group settings as well as presentations for the purpose of obtaining information or presenting information that is clear and concise; and write effectively as in the preparation of letters, reports, staff recommendations, contracts, and grant agreements.</p> <p>DESIRABLE QUALIFICATIONS</p> <p>Excellent organizational skills. Sound analytical skills at a professional level. Attention to detail. Experience working with the state budget process. Proficiency designing and manipulating Microsoft Excel spreadsheets. Positive attitude and highly motivated. Ability to build and maintain positive professional relationships with colleagues. Ability to analyze information and make decisions in a competent and timely manner. Ability to work well with others and maintain good interpersonal relationships. High level of accuracy with the ability to correct mistakes when needed. Ability to ask effective questions, evaluates information, apply guidelines and procedures, and make accurate and timely decisions. Self-starter/takes initiative. Ability to maximize utilization of computers to accomplish daily tasks. Maintain regular and predictable attendance.</p> <p>SPECIAL PERSONAL CHARACTERISTICS</p> <p>Demonstrated ability to act independently, open-mindedness, flexibility, and tact. Ability to work cooperatively in a team environment and take direction from multiple sources (management, team lead, Department of Finance, etc.). Be open to feedback with the ability to correct issues when needed.</p>

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	<p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <p><u>Work Environment</u> Position is in a high-rise building. Standard office environment (i.e., artificial lighting, controlled temperature, etc.). May work in a stationary position consistent with office work for extended periods. Daily work on a computer up to 8 hours per day, use office equipment, and telephone. Office setting: Monday through Friday (may be allowed to telework 3 days per week; computer for telework use will be provided if needed).</p> <p><u>Physical Ability</u> The job duties may require an employee to work under stressful conditions. Talking, seeing, and hearing are essential to performing the job requirements.</p> <p><u>Mental Ability</u> Understand written and verbal instructions and communication. Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Apply common sense understanding to carry out instructions furnished in written and oral form. Multi-task, meet deadlines, and adjust to changing priorities in a cooperative manner. <u>Reading:</u> Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams for meaning, and critical analysis. <u>Writing:</u> Express ideas & information in written form clearly, succinctly, accurately, and in an organized manner; tailor written communication to the intended purpose and audience. <u>Mathematics:</u> Understand, interpret, and manipulate numeric or information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, and trigonometry. <u>Organizing and planning:</u> Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available resources; modify plans or adjust priorities given changing goals or conditions. <u>Using social skills:</u> Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual/cultural differences and for the attitudes of others. <u>Listening:</u> Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker. <u>Using information and communications technology:</u> Select, access, and use necessary information, data, and communications-related technologies, such as basic computer applications, email, internet, electronic calculators, voice mail, email, fax, copiers to accomplish work activities. <u>Gathering and analyzing information:</u> Obtain facts, information, or data relevant to a particular problem or question, through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, analyze, and evaluate information. <u>Analyzing and solving problems:</u> Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed. <u>Making decisions and judgments:</u> Make decisions that consider relevant facts/information, potential risks and benefits, and short & long-term consequences or alternatives. <u>Adaptability:</u> Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals. <u>Working in teams:</u> Work cooperatively and collaboratively with others to achieve goals by sharing ideas, knowledge, skills, information, support, resources, responsibility, and recognition. <u>Leading others:</u> Motivate, inspire, influence others toward effective individual or teamwork performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback, recognition, or rewards. <u>Building consensus:</u> Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.</p> <p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.</i></p>

