# DUTY STATEMENT

**Employee Name:**

| Classification: Associate Governmental Program Analyst | Position Number: 580-224-5393-719 |
| Working Title: Lead Revenue Analyst | Work Location: Sacramento |
| Collective Bargaining Unit: R01 | Tenure/Time Base: Permanent/Full-time |
| Center/Office/Division: Center for Health Statistics and Informatics | Branch/Section/Unit: Operations Branch Fiscal Services Section |

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

## Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource’s Job Descriptions webpage.

## Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by providing fiscal services to the State. The Associate Governmental Program Analyst (AGPA) independently develops and maintains program accounting and budget systems for the Center for Health Statistics and Informatics (CHSI), provides technical assistance and specialized knowledge on fiscal issues, performs complex program accounting assignments, and takes lead responsibility on special financial projects. The incumbent is required to work closely with other operations and administrative staff, information technology staff, and program staff to coordinate and monitor the large accounting systems used to capture fiscal data for the Center.

The incumbent works under direction of the Staff Services Manager I, Chief of the Fiscal Services Section.

## Special Requirements

- [ ] Conflict of Interest (COI)
- [ ] Background Check and/or Fingerprinting Clearance
Medical Clearance

Travel:

Bilingual: Pass a State written and/or verbal proficiency exam in

License/Certification:

Other:

**Essential Functions (including percentage of time)**

50% Independently act as a lead analyst over the deposit process. Ensure all revenues are deposited according to State Administrative Manual (SAM) requirements. Prepare complex revenue reports and fee allocation reports. Write and update cash handling procedures for the Operations Branch (OB). Compile and analyze data and information reported by counties on vital record fees submitted and on revenues generated and reconcile financial records to the State Controller’s Office and the Accounting Section’s accounting reports. Directly responsible for the accumulation and analytical interpretation of fiscal data generated by the State Controller’s Office, the Department’s Accounting Section, and various other data sources. Create and maintain Excel spreadsheets to gather and compile revenue data in one main file. Reconcile revenues with the bank and State Treasurer’s Office. Liaison with CDPH Accounting and Budget staff. Ensure that fees are posted to proper accounts. Authorize refunds and solve complex dishonored check issues.

20% Work with programmers to implement Center Request Tracking System (CRTS) changes as necessary to maintain fiscal integrity of the fee accounting and allocation segments of the database. Participate in Business Process Review workgroups to develop and improve CRTS fiscal relationships. Work with accounting technicians, program technicians, and supervisors to resolve complex fee issues. Maintain system controls and separation of duty regarding cash handling. Identify and resolve system errors or complex key entry errors.

15% Act as a backup analyst to maintain EZ Tracker integrity. EZ Tracker tracks vital record fees transmitted to the State by the local registrars, clerks, recorders, superior courts. Analyze the data maintained in the EZ Tracker in order to allocate fees to individual funds, project workload, project revenues and identify counties that are not remitting the mandated fees. Update new fees or change existing fees. Update vital record forms as necessary to implement new or updated fees. Prepare all county letters to provide guidance, instructions and interpretation of vital record laws. Work with Accounting, Budgets, and other State agencies to establish revenue codes and procedures for collecting fees.

10% Provide lead assistance/guidance to Staff Services Analysts and Program Technician II staff regarding collecting and processing all checks and cash received in payment of requests for vital records. Act as back-up liaison between the CDPH Accounting Section and customers to resolve dishonored check issues. Represent the Fiscal Services Section at meetings with internal and external partners.

**Marginal Functions (including percentage of time)**

5% Perform other work-related duties as required.

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I certify this duty statement represents an accurate description of the essential functions. I have read and understand the duties and requirements listed above and am able to perform.
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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