

Current     Proposed

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| <b>Classification Title</b><br>Staff Services Analyst | <b>Division/Unit</b><br>Administration/Budget Office |
| <b>Working Title</b><br>Budget Analyst                | <b>IT Domain</b> (if applicable)<br>Budget Office    |
| <b>Position Number</b><br>363-100-5157-XXX            | <b>Effective Date</b>                                |
| <b>Name</b><br>Vacant                                 | <b>Date Prepared</b><br>September 24, 2021           |

### CalHR Mission and Vision

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

**Our Vision:** To be the premier leader and trusted partner in innovative human resources management.

**Our Mission:** To provide exceptional human resources leadership and services with integrity, respect and accountability to state departments and all current and prospective employees.

### General Statement

Under supervision of the Staff Services Manager II (SSM II), the Staff Services Analyst (SSA) is responsible for assisting in the preparation, development, and control of the departmental budgets for CalHR and the State Personnel Board (SPB). Duties include, but are not limited to, the following:

### Job Functions

[Essential (E) / Marginal (M) Functions]:

| Percentage (%) | (E) or (M) | Job Duties  |
|----------------|------------|---|
| 40%            | (E)        | <p><b>Budget Monitoring</b></p> <p>Monitor and track the status of authorized positions, revenues and expenditures on a monthly basis. Assist program with developing alternatives for unanticipated funding issues. Duties related to the development of the department's annual authorized expenditure and revenue budget include preparation of baseline budgets. Closely monitor and track program allotments and expenditures. Assist with administratively controlling positions and blanket funds (temporary help and overtime) that are in use in the Department. Prepare and monitor fund condition and various rate development including preparing the hourly rates for several of the departments' reimbursable billing functions and monitor the departments' revenue sources.</p> |

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| 40% | (E) | <p><b>Budget Preparation</b></p> <p>Read, analyze, and complete Budget Letter drills issued by the Department of Finance. Review, analyze, and evaluate program Budget Change Proposals (BCPs). Assist in making recommendations for actions pertaining to BCPs. Duties related to facilitating the quarterly analysis of expenditures and/or revenues for assigned programs, which includes providing guidance to program staff in the application of projection methodologies. Assist in the preparation of in-depth analysis of expenditure and/or revenue projections prepared by program staff. Identify for departmental management the budgetary savings or deficits displayed in the analysis of expenditures. Develop and present to management recommendations on the resolution or use of these deficits or savings. Identify and resolve, in conjunction with program and Accounting Office staff, questions and problems regarding revenues/expenditures displayed in FI\$Cal. Review the fiscal impact of Requests for Personnel Actions. Further support respective program assignments through the computation, allocation, and monitoring of salaries, benefits, and operating expenses.</p> |
| 20% | (E) | <p><b>Budget General</b></p> <p>Provide budget information, instructions, and technical assistance to program staff and Division Chiefs as required. Prepare analysis of pending and proposed legislation. Establish and maintain cooperative working relationships with department staff (various programs, Accounting Office, Personnel Office, and the Business Services Office). Miscellaneous filings, photocopying, and distribution of reports.</p>  |

## Supervision Received

The SSA reports directly to and receives the majority of assignments from the SSM II (Budget Officer); however, direction and assignments may also come from the Staff Services Manager III (Fiscal Officer) and Administrative Division Chief.

## Supervision Exercised

None.

## Special Requirements / Desirable Qualifications

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization; personal computer applications such as Microsoft Word and Excel.

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; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work.

## Working Conditions

The duties of this position are performed indoors. The employee's workstation is located at 1515 "S" Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes. Overtime may be required during year-end process and as workload dictates.

## Attendance

Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion. Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** \* (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

\*A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

| Employee Signature | Employee Printed Name | Date |
|--------------------|-----------------------|------|
|                    |                       |      |

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

| Supervisor Signature | Supervisor Printed Name | Date |
|----------------------|-------------------------|------|
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