

**STATE OF CALIFORNIA  
CA CIVIL RIGHTS DEPARTMENT (CRD) DUTY  
STATEMENT**

<b>Employee Name</b>	<b>Classification Name</b>	<b>Position Number</b>
Vacant	Associate Gov Program Analyst	326-304-5393-XXX
<b>Division/Unit</b>	<b>Date</b>	<b>Prior Pos #(if applicable)</b>
Administration/Fiscal Services	7/1/2022	

**SUMMARY OF RESPONSIBILITIES**

Under the supervision of the CRD Chief Fiscal Officer, the Associate Governmental Program Analyst (AGPA) is responsible for the more difficult and complex technical budget work associated with the development and management of the department's annual budget and other related assignments for the CRD fiscal services unit, utilizing the Financial Information System for California (FI\$Cal), Microsoft Suite, and PeopleSoft reports, and other related software or tools.

The incumbent is expected to consistently exercise a high degree of initiative, responsibility, and independence in performing a heavy workload and meet short deadlines with a high degree of accuracy and attention to detail.

**Description of Essential Functions:**

- 35% Analyzes large data sets from FI\$Cal pertaining to expenditures and uses the data to track the current fiscal year and historical spending. Prepares and analyzes monthly expenditure projections for presentation to management and executive staff; Approves purchase orders in FI\$Cal and ensures programs and departments are within authorized budgets by expenditure tracking; works with program managers and division chiefs to develop and manage division spending plans and resolve potential funding issues.
  
- 20% Develops and maintains the department's annual budget. This includes developing the Schedule 7A/8 reconciliation, budget galley and supplementary schedules of the Governor's Budget in compliance with the Budget Act and other legislative or executive decisions; prepares various budget adjustments for the Department of Finance (DOF) such as retirement, employee compensation, and SWCAP adjustments, etc.; prepares and uses internal reports to ensure the budget development is reconciled with internal control documents and DOF schedules and planning estimates. Completes required templates to provide budget information to be loaded into FI\$Cal.
  
- 15% Gathers, maintains and Analyzes Labor Distributions monthly. Adds new employees in FI\$Cal Labor Distribution module and maintains employee payroll tables in FI\$Cal to ensure payroll costs are coded appropriately. Works closely with the Chief of Enforcement to understand federal contract amounts and prepares payment vouchers to draw down Federal Funds and monitor Federal Fund expenditures.

10% Tracks receipts for the Enforcement Litigation Fund and prepares a monthly department/SCO fund balance reconciliation. Prepares the annual fund condition statement to be included in the Governor's budget.

10% Process invoice receipts in FI\$Cal. Audits and processes travel expense claims as needed. Serves as liaison for program staff on travel-related inquiries. Provides written and oral presentations to program staff about Travel Expense Claim (TEC) process. Tracks and processes travel advance requests. Updates departmental travel rules and regulations. Assists departmental staff with submitting travel claims.

**Marginal Functions:**

5% Serves as back-up for other FI\$Cal services personnel.

5% Assist with special projects and other duties as assigned.

**Desirable Qualifications**

- Experience in FI\$Cal.
- State service work experience in either a budget office or in a program budget capacity.
- Knowledge in preparing and presenting budget analysis.
- Knowledge of and ability to apply the State's accounting processes, governmental accounting and budgeting.
- Ability to communicate effectively both orally and in writing, to prepare clear, comprehensive, and concise reports.
- Ability to effectively work and complete assignments in group settings, establish and maintain cooperative working relationships to achieve common goals.
- The ability to work well under pressure, meet deadlines, and adapt to changing priorities.
- Proficient computer skills in Microsoft Excel and Word
- Excellent organizational skills.

### **Work Environment, Physical, or Mental Abilities:**

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job.

- Requires daily use of a personal computer, calculator and related software applications at a workstation.
- Requires ability to effectively work under stress.
- Requires effectiveness in completing assignments with deadlines and changing priorities.
- Requires ability to lift files, office supplies, books and manuals (up to 20 lbs.).
- Requires ability to complete tasks that require reaching, bending, grasping, and making repetitive hand movements in the performance of daily duties.
- Requires prolonged sitting at a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.

### **Working Conditions**

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job. During year-end, vacations may not be authorized and overtime may be required.

### **Supervision Received:**

The incumbent will receive direct supervision from the Chief Fiscal Officer and may receive occasional direction from the Deputy Director of Administration.

### **Supervision Exercised:**

None.

**Personal Contacts**

The incumbent has daily contact with outside vendors and contractors, departmental management and staff, control agency representatives, and other state agency personnel.

**Actions and Consequences**

Failure to use good judgment in handling sensitive and confidential information may result in sensitive information being released to unauthorized persons and/or incorrect information used to make financial management decisions.

I have read and understand the duties assigned as described above

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**STATE OF CALIFORNIA  
CA CIVIL RIGHTS DEPARTMENT (CRD) DUTY  
STATEMENT**

<b>Employee Name</b> Vacant	<b>Classification Name</b> Staff Services Analyst	<b>Position Number</b> 326-304-5157-XXX
<b>Division/Unit</b> Administration/Fiscal Services	<b>Date</b> 7/1/2022	<b>Prior Pos #(if applicable)</b>

**SUMMARY OF RESPONSIBILITIES**

Under the supervision of the CRD Chief Fiscal Officer, the Staff Services Analyst (SSA) is responsible for technical budget work associated with the development and management of the department's budget and other related assignments for the CRD fiscal services unit, utilizing the Financial Information System for California (FI\$Cal), Microsoft Suite, and PeopleSoft reports, and other related software or tools.

The incumbent is expected to consistently exercise a high degree of initiative, responsibility, and independence in performing a heavy workload and meet short deadlines with a high degree of accuracy and attention to detail.

**Description of Essential Functions:**

- 35% Analyzes large data sets from FI\$Cal pertaining to expenditures and uses the data to track the current fiscal year and historical spending. Prepares and analyzes monthly expenditure projections for presentation to management and executive staff; Approves purchase orders in FI\$Cal and ensures programs and departments are within authorized budgets by expenditure tracking; works with program managers and division chiefs to develop and manage division spending plans and resolve potential funding issues.
  
- 15% Gathers, maintains and Analyzes Labor Distributions monthly. Adds new employees in FI\$Cal Labor Distribution module and maintains employee payroll tables in FI\$Cal to ensure payroll costs are coded appropriately. Works closely with the Chief of Enforcement to understand federal contract amounts and prepares payment vouchers to draw down Federal Funds and monitor Federal Fund expenditures.
  
- 10% Gathers, tracks, and maintains capital assets in the FI\$Cal asset management module. Maintains and amends capital leases (Right-To-Use Lease) in FI\$Cal lease Administration module. Approves lease vouchers to Interface to Accounts Payable and runs depreciation monthly in FI\$Cal. Reconciles and prepares the annual fixed asset report.
  
- 10% Tracks receipts for the Enforcement Litigation Fund and prepares a monthly department/SCO fund balance reconciliation. Prepares the annual fund condition statement to be included in the Governor's budget.

- 10% Process invoice receipts in FI\$Cal. Audits and processes travel expense claims as needed. Serves as liaison for program staff on travel-related inquiries. Provides written and oral presentations to program staff about Travel Expense Claim (TEC) process. Tracks and processes travel advance requests. Updates departmental travel rules and regulations. Assists departmental staff with submitting travel claims.
- 10% Act as a liaison between accounting/budgeting and program staff to provide assistance, answer questions, and coordinate information related to invoice payments, and 1099 reporting to meet requirements for vendor reportable income payments and submits to SCO through FI\$Cal by the required deadline. This includes reading and interpreting the State Administrative Manual and various other sources of documentation in order to respond to requests for information. On occasion, provide formal training to program staff on contracted payment procedures.

**Marginal Functions:**

- 5% Serves as back-up for other FI\$Cal services personnel.
- 5% Assist with special projects and other duties as assigned.

**Desirable Qualifications**

- Experience in FI\$Cal.
- State service work experience in either a budget office or in a program budget capacity.
- Knowledge in preparing and presenting budget analysis.
- Knowledge of and ability to apply the State's accounting processes, governmental accounting and budgeting.
- Ability to communicate effectively both orally and in writing, to prepare clear, comprehensive, and concise reports.
- Ability to effectively work and complete assignments in group settings, establish and maintain cooperative working relationships to achieve common goals.
- The ability to work well under pressure, meet deadlines, and adapt to changing priorities.
- Proficient computer skills in Microsoft Excel and Word
- Excellent organizational skills.

### **Work Environment, Physical, or Mental Abilities:**

The demands described here are representative of those that must be met by the incumbent to successfully perform the essential functions of the job.

- Requires daily use of a personal computer, calculator and related software applications at a workstation.
- Requires ability to effectively work under stress.
- Requires effectiveness in completing assignments with deadlines and changing priorities.
- Requires ability to lift files, office supplies, books and manuals (up to 20 lbs.).
- Requires ability to complete tasks that require reaching, bending, grasping, and making repetitive hand movements in the performance of daily duties.
- Requires prolonged sitting at a workstation for 6.5 to 7 hours per day.
- Requires dependability and excellent attendance records.

### **Working Conditions**

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job. During year-end, vacations may not be authorized and overtime may be required.

### **Supervision Received:**

The incumbent will receive direct supervision from the Chief Fiscal Officer and may receive occasional direction from the Deputy Director of Administration.

### **Supervision Exercised:**

None.

### **Administrative Responsibility:**

Adhere to the laws, rules, policies and procedures pertaining to Civil Rights and internal departmental policies including but not limited to the Department's Manuals, Political Reform Act, Statement of Incompatible Activities, Administrative Manual. This position may be required to work excess hours to accomplish the responsibilities of the unit.

### **Personal Contacts:**

The SSM I has daily contact with departmental management and staff, control agency representatives, and the general public.

**Actions and Consequences:**

Failure to use good judgment in handling sensitive and confidential information could result in violation of individual privacy rights, prejudice to DFEH cases, and discredit to the Department.

**Certification of the Employee:**

I have read and understand the duties as described above for the Staff Services Manager I. I meet the job requirements as described above and can perform the essential functions with or without a reasonable accommodation.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Incumbent

\_\_\_\_\_



**Personal Contacts**

The incumbent has daily contact with outside vendors and contractors, departmental management and staff, control agency representatives, and other state agency personnel.

**Actions and Consequences**

Failure to use good judgment in handling sensitive and confidential information may result in sensitive information being released to unauthorized persons and/or incorrect information used to make financial management decisions.

I have read and understand the duties assigned as described above

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date