DUTY STATEMENT

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Position Number:</th>
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<tbody>
<tr>
<td></td>
<td>580-110-5393-764</td>
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<table>
<thead>
<tr>
<th>Classification:</th>
<th>Tenure/Time Base:</th>
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<tbody>
<tr>
<td>Associate Governmental Program Analyst</td>
<td>Permanent/Full Time</td>
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<thead>
<tr>
<th>Working Title:</th>
<th>Work Location:</th>
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<tbody>
<tr>
<td>Program and Budget Analyst</td>
<td>1615 Capitol Avenue Sacramento, CA 95814</td>
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<tr>
<th>Collective Bargaining Unit:</th>
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<tbody>
<tr>
<td>R01</td>
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<thead>
<tr>
<th>Center/Office/Division:</th>
<th>Branch/Section/Unit:</th>
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<tr>
<td>Administration Division</td>
<td>Financial Management Branch/Budget Section/Technical Unit/Budget Development Team</td>
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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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department’s mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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 performing the more complex analytical and consultative work for the Administration Division, Financial Management Branch, Budget Section. The Associate Governmental Program Analyst (AGPA) is responsible for independently developing, implementing, monitoring and maintaining a variety of complex analytical work for one or more CDPH divisions or programs. Research, analyze and apply appropriate processes available to programs for the overall administration, oversight and monitoring of their budget. Consult and coordinate with CDPH program and Financial Management Branch staff. Make recommendations to CDPH executive management.
The incumbent works under the direction of the Staff Services Manager (SSM) I in the Budget Development Team.

### 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)

**25%** Performs complex consultative and analytical work for the Financial Management Branch (FMB), Budget Section. Leads in developing, coordinating, reviewing, and tracking a variety of special projects, programmatic, budgetary, and fiscal drills. Coordinates and works with FMB Accounting, Program Support Branch, Human Resources Division, CDPH Centers and Offices, as well as control and oversight agencies including Health and Human Services Agency (HHS) Department of Finance (DOF), Legislative Analyst’s Office, State Controller’s Office, the Legislature and interagency partners during budget development process, current year funds execution process, and to resolve complex questions and issues throughout the year.

Develops responses to information requests from CDPH management, HHS, DOF, the Legislature and other state agencies by researching a variety of sources including CDPH, DOF, and State Controller’s Office files, records, and publications; analyzes and interprets findings. Provides the Administrative Division management/Financial Management Branch with ongoing updates and analysis of issues backed by supporting data. Creates, prepares, and formats external correspondence; which frequently is confidential and sensitive in nature. Reviews and edits correspondence; provides and validates fiscal data and analysis. Coordinates necessary changes with program staff and managers. Participate in in-house training and other provided budget and staff development training.

**25%** Independently, prepares, maintains and monitors budget authority and current year spending for State Operations and Local Assistance appropriations for assigned programs. Analyzes Fund Condition Statements and funding requirements for multiple programs, allocations, and expenditures to ensure compliance with provisions, regulations and guidelines. Gathers facts and relevant information on current year issues and projects, which may include interacting with internal and external high-level executive staff. Develops decision documents and presentations for senior management action in a concise and logical manner. Develops status reports, database management reports, and other tools that assist in decision-making. Identifies and corrects resources anomalies in coordination with program staff and managers. Utilizes systems such as FI$Cal (Financial Information System for California) Online Reporting Environment (FORE), FI$Cal and Hyperion to gather and analyze financial reports and budget availability. Prepares Budget Act section letters and budget revisions as needed.
25% Analyzes the fiscal impact and feasibility of all budget requests. Provides written recommendations and responds to questions and inquiries regarding programmatic and fiscal impacts and feasibility of requests. Provides guidance to division managers related to policies and procedures on budget development and Budget Change Proposals (BCP). Reviews and edits BCP narratives; ensures BCPs comply with state policies, departmental and HHS direction. Conducts reviews and analyses of BCP fiscal details. Makes recommendations to management regarding the soundness of the analysis and assumptions, consistency with policy guidelines, past submittals and declarations of the department, including whether proposal should be denied, approved, or modified. Coordinates and negotiates necessary changes to budget requests with CDPH Centers and Offices to ensure alignment with the policy and funding priorities of the Department, HHS, and the Administration.

Reviews, analyzes, and reconciles the Department’s budget build with the Department of Finance (DOF). Utilizes systems such as FORE, and FI$Cal to gather financial information and enter budgetary information and requests in Hyperion, the budget management system. Coordinates with FMB Accounting Section and Human Resource Division to verify fiscal and position information for the Department-wide budget build. Assists in preparation of the Department’s budget galley, supplemental schedules, and Department of Finance (DOF) Reports. Prepares complex calculations and justifications, coordinates and validates calculations and justification with CDPH programs, for the Department’s various budget build drills including employee compensation and retirement adjustment budget augmentations. Prepares and coordinates the position reconciliation and Salaries and Wages Detail (Schedule 7A) galley processes.

20% Reviews Standard Form 607s to ensure funding and position authority are appropriate for management-level approval as well as Section 31 requests for Department of Finance approval. Reviews and processes grant applications and various funding requests; tracks and reports on the grant authority requirement and the status grant funded projects’ expenditures. Responds (via telephone or email) to confidential and sensitive departmental and program issues or questions; researches, analyzes, and evaluates data, material, or sensitive situations that arise and makes recommendations to management, takes action to resolve.

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

5% Perform other work-related duties as needed.

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**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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**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.)**

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<th>Supervisor’s Name:</th>
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<th>Employee’s Name:</th>
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<tr>
<td>Supervisor’s Signature</td>
<td>Date</td>
<td>Employee’s Signature</td>
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**HRD Use Only:**

Approved By: J.F. Date Dec 22
DUTY STATEMENT

Employee Name: [Redacted]  
Position Number: 580-110-5157-909

Classification: Staff Services Analyst  
Tenure/Time Base: Permanent/Full Time

Working Title: Program and Budget Analyst  
Work Location: 1615 Capitol Avenue Sacramento, CA 95814

Collective Bargaining Unit: R01  
Position Eligible for Telework (Yes/No): Yes

Center/Office/Division: Administration Division  
Branch/Section/Unit: Financial Management Branch/Budget Section/Technical Unit/Budget Development Team

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.

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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 performing the less complex analytical and consultative work for the Administration Division, Financial Management Branch, Budget Section. The Staff Services Analyst (SSA) is responsible for developing, implementing, monitoring and maintaining a variety of analytical work for one or more CDPH divisions or programs. Research, analyze and apply appropriate processes available to programs for the overall administration, oversight and monitoring of their budget. Consult and coordinate with CDPH program and Financial Management Branch staff. Make recommendations to CDPH executive management.
The incumbent works under the supervision of the Staff Services Manager (SSM) I in the Budget Development Team.

**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)**

25% Performs consultative and analytical work for the Financial Management Branch (FMB), Budget Section, Technical Unit. Assists in developing, coordinating, reviewing, and tracking a variety of special projects, programmatic, budgetary, and fiscal drills. Coordinates and works with FMB Accounting, Program Support Branch (PSB), Human Resources Division (HRD), CDPH Centers and Offices, as well as control and oversight agencies including Health and Human Services Agency (HHS) Department of Finance (DOF), Legislative Analyst's Office, State Controller’s Office, the Legislature and interagency partners during budget development process, current year funds execution process, and to resolve general questions and issues throughout the year.

Develops responses to information requests from CDPH management, HHS, DOF, the Legislature and other state agencies by researching a variety of sources including CDPH, DOF, and State Controller’s Office files, records, and publications; analyzes and interprets findings. Provides the Administrative Division management/Financial Management Branch with ongoing updates and analysis of issues backed by supporting data. Creates, prepares, and formats external correspondence; which infrequently is confidential and sensitive in nature. Reviews and edits correspondence; provides and validates fiscal data and analysis. Coordinates necessary changes with program staff and managers. Participate in in-house training and other provided budget and staff development training.

25% Under supervision, prepares, maintains and monitors budget authority and current year spending for State Operations and Local Assistance appropriations for assigned programs. Analyzes Fund Condition Statements and funding requirements for multiple programs, allocations, and expenditures to ensure compliance with provisions, regulations and guidelines. Gathers facts and relevant information on current year issues and projects, which may include interacting with internal and external high-level executive staff. Assists in the development of decision documents and presentations for senior management action in a concise and logical manner. Develops status reports, database management reports, and other tools that assist in decision-making. Identifies and corrects resources anomalies in coordination with program staff and managers. Utilizes systems such as FI$Cal (Financial Information System for California) Online Reporting Environment (FORE), FI$Cal and
Hyperion to gather and analyze financial reports and budget availability. Prepares Budget Act section letters and budget revisions as needed.

25% Under supervision, analyzes the fiscal impact and feasibility of all budget requests. Provides written recommendations for supervisory review and responds to questions and inquiries regarding programmatic and fiscal impacts and feasibility of requests. Provides input on guidance to division managers related to policies and procedures on budget development and Budget Change Proposals (BCP). Assists in the reviews and edits BCP narratives; ensures BCPs comply with state policies, departmental and HHS direction. Conducts reviews and analyses of BCP fiscal details. Makes recommendations to management regarding the soundness of the analysis and assumptions, consistency with policy guidelines, past submittals and declarations of the department, including whether proposal should be denied, approved, or modified. Coordinates and negotiates necessary changes to budget requests with CDPH Centers and Offices to ensure alignment with the policy and funding priorities of the Department, HHS, and the Administration.

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20% Participates in the review of Standard Form 607s to ensure funding and position authority are appropriate for management-level approval as well as Section 31 requests for Department of Finance approval. Reviews and processes grant applications and various funding requests; tracks and reports on the grant authority requirement and the status grant funded projects' expenditures. Responds (via telephone or email) to confidential and sensitive departmental and program issues or questions; researches, analyzes, and evaluates data, material, or sensitive situations that arise, makes recommendations to management and takes action to resolve.

Marginal Functions (including percentage of time)

5% Perform other work-related duties as needed.

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.

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.)

Supervisor’s Name: [ ] Date Employee’s Name: [ ] Date
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Approved By: J.F.

| Date | Dec 22 |