DUTY STATEMENT

Employee Name: [Redacted]  
Position Number: 580-130-5393-775  
Classification: Associate Governmental Program Analyst  
Tenure/Time Base: Permanent / Full-Time  
Working Title: Budget Analyst  
Work Location: 1616 Capitol Ave. Sacramento, CA 95814  
Collective Bargaining Unit: R01  
Position Eligible for Telework (Yes/No): Yes  
Center/Office/Division: Administration  
Branch/Section/Unit: Program Support Branch / Support Services Section / Policy, Training and Administrative Services Unit

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 developing, monitoring and maintaining the Program Support Branch’s (PSB) budget and fiscal reporting systems. Independently handles complex program accounting assignments and takes lead on special fiscal and budgetary projects. The incumbent provides consultation and direction to branch/section/unit chiefs regarding PSB accounting and budgetary updates and requirements.

The incumbent works under the direction of the Staff Services Manager I of the Policy, Training & Administrative Services Unit.
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)

35% Independently develops and maintains PSB’s fiscal reporting and budget tracking systems. Collects and analyzes budget and expenditure data using database resources including the Fiscal Online Reporting Environment (FORE). Tracks fiscal trends and provides expenditure forecasts to identify potential budgetary problems and risks. Completes a variety of recurring fiscal analyses and delivers findings to management. Responsible for the monthly Expenditure Forecast Report (EFR) drill for the PSB by researching, analyzing and evaluating fiscal records and Accounting’s month-end reports. Coordinates with the CDPH’s Accounting and Budget Sections to ensure accuracy of fiscal data.

35% Serves as an Invoice Processing Coordinator for PSB. Reviews and processes invoices for the branch; monitors for compliance with Accounting, State Controller’s Office (SCO) policies and the Prompt Payment Act; tracks expenditures by reviewing financial reports to ensure Accounting has posted expenditures accurately. Processes invoices including, but is not limited to: identifying and determining accurate funding codes; tracking invoices to ensure that expenditures do not exceed the amount of the purchasing agreement; ensuring the branch adheres to the Department’s record retention policies; prepares CDPH building lease invoices for payment; submitting invoice packages and coordinating with Accounting to ensure invoice payments are not delayed by the SCO; and tracking the payment status of invoices using online database systems. Represents CDPH with private businesses to resolve invoicing/payment issues; works with the Purchasing and Solicitations Services Unit to resolve discrepancies with purchasing documents that may prevent payment by SCO. Researches, analyzes, and develops solutions to the most complex invoice issues for the branch and advises and consults with management for prompt resolution.

10% Oversees the CAL-Card program and reconciles monthly CAL-Card statements; researches any questionable spending for possible fraud and monitors past due balances. Analyzes required supporting purchase documents to ensure card holders adhere to the department’s procurement policies; maintains records of monthly statements; verifies for payment and submits approved documents in accordance with Accounting and Department of General Services (DGS) Cal-Card policies. Responds to inquiries from department Cal-Card holders and independently resolves issues; compiles ad hoc reports as requested by management.

10% Serves as a back-up to the PSB Personnel Liaison and assists the liaison in preparing automated Requests for Personnel Actions (RPA) using the Online Appointment and Separation Information System (OASIS). Ensures that all of the appropriate documentation for position and employee actions are submitted to the Human Resources Division (HRD) with the hiring packages.
Consults with all levels of PSB management on personnel issues and follows up with HRD to receive guidance and direction on personnel matters.

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

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<thead>
<tr>
<th>Percentage</th>
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<tbody>
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<td>5%</td>
<td>Performs other miscellaneous job duties (e.g. participating in meetings, completing impromptu projects, training related activities for the unit and program as needed).</td>
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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.

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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**HRD Use Only:**

Approved By: Annie Vang  
Date 9/28/2021
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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

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Job Summary

This position supports the California Department of Public Health’s (CDPH) mission and strategic plan by monitoring and maintaining the Program Support Branch’s (PSB) budget and fiscal reporting systems. With direction the incumbent handles the less complex program accounting assignments and takes lead on special fiscal and budgetary projects. The incumbent provides consultation to branch/section/unit chiefs regarding PSB accounting and budgetary updates and requirements.

The incumbent works under the supervision of the Staff Services Manager I of the Policy, Training & Administrative Services Unit.
Special Requirements

☐ Conflict of Interest (COI)
☐ Background Check and/or Fingerprinting Clearance
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☐ Travel:
☐ Bilingual: Pass a State written and/or verbal proficiency exam in
☐ License/Certification:
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Essential Functions (including percentage of time)

35% Under supervision, develops and maintains PSB’s fiscal reporting and budget tracking systems. Collects and analyzes budget and expenditure data using database resources including the Fiscal Online Reporting Environment (FORE). Tracks fiscal trends and provides expenditure forecasts to identify potential budgetary problems and risks. Completes the less complex of recurring fiscal analyses and delivers findings to management. Responsible for the monthly Expenditure Forecast Report (EFR) drill for the PSB by researching, analyzing and evaluating fiscal records and Accounting’s month-end reports. Consults with the CDPH’s Accounting and Budget Sections to ensure accuracy of fiscal data.

35% Under close supervision, reviews and processes invoices for the branch; monitors for compliance with Accounting, State Controller’s Office (SCO) policies and the Prompt Payment Act; tracks expenditures by reviewing financial reports to ensure Accounting has posted expenditures accurately. Processes invoices including, but is not limited to: identifying and determining accurate funding codes; tracking invoices to ensure that expenditures do not exceed the amount of the purchasing agreement; ensuring the branch adheres to the Department’s record retention policies; prepares CDPH building lease invoices for payment; submitting invoice packages and coordinating with Accounting to ensure invoice payments are not delayed by the SCO; and tracking the payment status of invoices using online database systems. Represents CDPH with private businesses to resolve the less complex invoicing/payment issues; works with the Purchasing and Solicitations Services Unit to resolve the less complex discrepancies with purchasing documents that may prevent payment by SCO. Researches, analyzes, and makes recommendations to the less complex invoice issues for the branch and consults with management for prompt resolution.

10% Under supervision and with guidance, tracks the CAL-Card program and reconciles monthly CAL-Card statements; researches any questionable spending for possible fraud and monitors past due balances. Analyzes required supporting purchase documents to ensure card holders adhere to the department’s procurement policies; maintains records of monthly statements; verifies for payment and submits approved documents in accordance with Accounting and Department of General Services (DGS) Cal-Card policies. Responds to inquiries from department Cal-Card holders resolves issues; prepares ad hoc reports as requested by management.

10% Serves as a back-up to the PSB Personnel Liaison and assists the liaison in preparing automated Requests for Personnel Actions (RPA) using the Online Appointment and Separation Information System (OASIS). Ensures that all of the appropriate documentation for position and employee
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