

<b>Classification</b>  Research Data Analyst II	<b>Position Number</b>  814-701-5731-XXX	<b>Location</b>  Sacramento (Headquarters)
<b>Division/Branch</b>  Administrative Services Division/ Fiscal, Audits, and Business Services Branch	<b>Supervisor's Classification</b>  Staff Services Manager II (Supervisory)	<b>Collective Bargaining Identification Designation (CBID)</b>  R01
<b>Conflict of Interest Disclosure:</b>  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>Incumbent (If filled)</b>  Vacant	

**Job requires driving automobile:** In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

**SUPERVISORY RESPONSIBILITIES (Check One)**       Managerial     Supervisory     Lead Person     None

Direct Supervision Exercised:		Indirect Supervision Exercised:	
No. of Employees	Classification Title	No. of Employees	Classification Title

I have read and discussed these duties with my supervisor.

Employee Signature	Date
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I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date
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**Description of Duties** (*Attach additional sheets, if necessary, and identify position information*)

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
	<p>Under the supervision of the Staff Services Manager II (Supervisory) and general direction of the Budget Officer (Staff Services Manager I [Specialist]), the Research Data Analyst II (RDA II) is a member of the Budget Office. With minimal guidance the RDA II is responsible for the research, preparation, development, administration and maintenance of the Department's annual budget, including various budget analysis, tracking, and control activities. The RDA II uses resources effectively to meet and exceed customer quality service expectations and deliver services that are innovative and responsive to customer needs. This includes technical systematic financial research directed toward the development, administration, and maintenance functions of the Budget Act. The RDA II also has comprehensive program knowledge and the ability to complete in-depth evaluations of: (1) the objectives of the Department's programs, (2) the resources required to achieve these objectives, and (3) the need for current or additional resources. The RDA II is responsible for research to compile and gather qualitative and quantitative data and then interpreting the data to justify current expenditures or future expenditure needs. In a team environment, incumbent will respond dynamically to service responsibilities and work cooperatively with staff to provide coverage in the absence of other team members, abiding by work rules, accepting constructive criticism, and maintaining cordial, effective professional working relationships with all those contacted during the work course.</p>
25%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b>  <b>Budget Research:</b> Develops and performs complex technical research and statistical projects associated with expenditure trends in determining the impact on Departmental expenditures and Budget Act appropriations. Performs evaluations as it relates to meeting the objectives of the Department's programs, the resources required to achieve these objectives, and the need for current or additional resources. Researches, compiles, and interprets data in order to forecast fiscal impact on the department.</p>
15%	<p><b>Budget Monitoring and Maintenance:</b> Develops DPR's coding manual prior to the beginning of each fiscal year. Creates monthly personal services projections and analyzes departmental expenditures against budgeted line items to forecast expenditures and balances. Maintains DPR's Fund Condition Statement and a thorough understanding of the department's revenue sources and revenue trends. Develops and allocates personal services (salaries and wages, temporary help, benefits, and salary savings) and operating expense allotments; makes recommendations for approval of financial documents including Transfer of Budget Allotments, contracts (Form DPR-17), Requests for Personnel Action (Form DPR-012), Changes in Established Positions (Form STD 607), Out-of-State Travel Blanket (Form STD 260), Budget Revisions, and other documents as appropriate and necessary; provides consultation to program staff to assist with management of their annual budgets and resolution of difficult funding and expenditure problems.</p>
15%	<p><b>Budget Development and Implementation:</b> Develops baseline budgets and revenue estimates; assists in the preparation, coordination, and recommendation of revenue projections for management's use in planning and meeting program objectives; coordinates and compiles various budgetary documents, including supplementary schedules for the Department's portion of the Governor's Budget, prepares Out-of-State Travel Blanket Request (Form STD 257C), costs out Budget Change Proposals, researches and responds to management and control agency requests for</p>

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15%	<p>budgetary information and drills, prepares materials for budget hearings, and tracks budget issues; implements program budget policies, standards and procedures as directed by the Budget Office Manager; provides assistance to program staff to facilitate timely and accurate budget development; analyzes and makes recommendations on budget proposals to assist program staff in making appropriate decisions toward the accomplishments of the department's goals and objectives; as appropriate, represents the Department in meetings and serves as liaison with Cal/EPA, the Department of Finance, the Legislative Analyst's Office, and other interested parties in budget policy matters.</p> <p><b>Fiscal and Administrative Legislative Coordinator and Administrative Analysis/Support:</b> Represents the Administrative Services Division as legislative coordinator and coordinates with program staff to prepare fiscal analyses of legislative bills; makes presentations to a variety of audiences; reviews legislation, monitors legislative Daily Files and budget hearings; coordinates and monitors the In-State travel request and approval process; reviews and monitors budgetary procedures on a continuous basis to determine their adequacy in accomplishing the policies, standards, and objectives as set forth by the Budget Officer; provides back-up coverage in the Budget Officer's absence. The RA II will have an understanding of methodologies relating to estimating fiscal and programmatic impacts resulting from changing policy and economic conditions.</p>
15%	<p>Assists managers and staff in interpreting, expending, or augmenting their current year budgets. Updates the criteria spreadsheet to disburse annual mill assessment to counties by coordinating with the Accounting Office and Enforcement Headquarters Branch. Works with individual managers and staff to resolve problems arising from program changes and ensures the integrity of their budget. Works closely with accounting, procurement, and contracting staff to ensure the accuracy of budget projections and expenditures. Based on research or special projects, develops and recommends administrative changes and maintenance proposals in support of departmental objectives.</p>
10%	<p><b>Position Control:</b> Tracks position authority and changes to established positions by verifying, processing, and approving Form STD 607 (Changes in Established positions); maintains and updates the <i>Position Tracking System</i> as Administrator; reconciles State Controller's Office position control reports (Periodic Position Control Report, PVD 105, PVD 107, and Probable Abolished Vacancy Report) to Departmental records to resolve any discrepancies.</p>
5%	<p><b><u>MARGINAL DUTIES:</u></b></p> <p>Performs other duties as required in accordance with the classification.</p> <p><b><u>WORKING CONDITIONS:</u></b></p> <ul style="list-style-type: none"> <li>● Occasional Overtime</li> <li>● Work in a high rise building</li> </ul>

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	<p><b><u>CRITICAL JOB COMPETENCIES:</u></b></p> <p><b>Communication (oral, written, organizational, non-verbal)</b> - Make clear and convincing oral presentations to individuals or groups; inform, persuade, build consensus; know the audience; facilitate open exchange of ideas/opinions; select and use appropriate communication approach; actively listen; effectively use e-mail; Avoid mixed messages; apply business-writing principles to all written communications.</p> <p><b>Transparency</b> - Build a community of shared values that supports and ensures the fair exchange of information up, down and across the organization; serve as a model of transparency by being the “connector”; view transparency not as a threat but as a great potential for creating a level playing field.</p> <p><b>Self-Motivation, Optimism, Sustained Commitment, Perseverance, Patience</b> - Demonstrate a bias toward optimism and maintain sense of humor; retain stamina and bounce back from setbacks; view mistakes as opportunities for growth/positive learning experiences; empower yourself first and then your staff.</p> <p><b>Emotional Intelligence/Interpersonal Awareness</b> - Demonstrate recognition of and compassion to the various psychological and emotional needs of people; express feelings clearly and directly; balance feelings with reason, logic and reality; initiate and develop relationships with others as a key priority; enroll them in the journey and engage their energies and emotions in the goals of the organization; be a leader of people, not processes; manage group emotions during conflict and change.</p> <p><b>Decisiveness</b> - Make decisions in a decisive and timely manner; willingly share decision-making with direct reports; accept accountability for decisions; perceive impact and implications of decisions; take action consistent with available facts, constraints, and probable consequences; enable others to succeed and make decisions for themselves.</p> <p><b>Ethics/Integrity</b> - Create culture of trusting relationships. Demonstrate trust and principled leadership; promote organizational vision and values through ethical leadership principles; tell it straight—open and honest even about the bad news; admit mistakes—not an admission of weakness but as having integrity and being trustworthy; walk the talk—walking example of the vision and values of the organization through own authenticity.</p> <p><b>Conflict Resolution</b> - Recognize dissatisfaction among direct reports and deal with conflict in a timely manner; turn conflict into opportunity for success; apply alternative dispute resolution mechanisms to specific situations.</p> <p><b>Technical Credibility</b> - Understand and appropriately apply procedures, requirements, policies, and regulations related to specialized expertise; integrate technology into the work to improve program effectiveness; possess up-to-date knowledge in the profession and industry and access other expert resources when appropriate; translate concepts and ideas into strategies and action steps.</p>

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	<p><b>Problem Solving</b> - Persevere in the face of obstacles such as diminishing financial resources; there is more than one way to get to the destination; anticipate problems and encourage a culture of proactive problem solving; ensure comprehensive evaluation of the costs and benefits of all options in determining the preferred solution.</p> <p><b>Customer Service Orientation</b> - Balance interests of a variety of clients, internal and external; readily adjust priorities in response to changing client needs; put in place systems and processes to ensure clients receive high quality information, that their feedback is acted upon, and that their complaints are handled effectively; develop trust and credibility with the client.</p> <p><b>Flexibility/Adaptability</b> - Readily integrate changes midstream into work processes and outputs; demonstrate openness to new organizational structures, procedures, and technology; shift gears comfortably.</p> <p><b>Partnering/Networking</b> - Develop networks and build alliances; participate in cross-functional activities to achieve organizational objectives; keep administrative branches informed of program priorities, needs and issues to effect responsive service.</p> <p><b>Teamwork</b> - Facilitate and maintain cooperative working relationships; work toward accomplishment of group goals; value and encourage the input and expertise of others; foster commitment, team spirit, pride, and trust.</p>