

**DUTY STATEMENT**

**DUTY STATEMENT**

Employee Name: Vacant	Current Date: April 2024
Classification: Associate Governmental Program Analyst	Position #: 673-820-5393-975
Division/Office: Fiscal Services Division	CBID: R01
Section: Budgetary Control and Local Assistance Section / Local Assistance and FI\$Cal Coordination	
Supervisor Name: Samantha Nguyen	Supervisor Classification: Staff Services Manager I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

**SPECIAL REQUIREMENTS OF POSITION (IF ANY):**

- Designated under Conflict-of-Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require the use of hearing protection and annual hearing examinations.

**SUPERVISION EXERCISED**

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

**DUTY STATEMENT**

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible: N/A

FOR LEAD PERSONS OR TEAM LEADERS ONLY: N/A

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION: The mission of the Budgetary Control and Local Assistance Unit is to properly manage the California Air Resources Board (CARB) and the Office of the Secretary, California Environmental Protection Agency's (CalEPA) annual budget in support of their respective missions to protect and enhance California's environment and natural resources. The Section provides fiduciary oversight, management, and reconciliation of CARB and CalEPA's budgeted resources.

The Governor's Budget reflects CARB and CalEPA's funding authority which is broken into specific funds and programs that the Budgets Section must monitor and reconcile to ensure budgeted authority and adequate cash are available to support CARB and CalEPA programs. Funds must also be managed to follow statutes and regulations authorizing CARB to collect fees. Budgets Section must provide services that include, but are not limited to, yearly allocation development, monitoring, and reporting, budget change proposal development and implementation, and represent CARB and CalEPA at budget hearings before the legislature and provide expert testimony as required. Specifically, the Section tracks, documents, validates, and reconciles all budgetary actions that change CARB's local assistance authority. The Section maintains budgetary control by providing oversight, review, and reconciliation of local assistance authority. Additionally, the section maintains and configures project costing functionality in the Financial Information System for California system (FI\$Cal) to assist with classifying and tracking local assistance and other tasks, functions, and projects that require tracking and control.

CONCEPT OF POSITION: Under the direction of the Budget Manager (SSM I), the Associate Governmental Program Analyst performs complex technical budget work related to tasks that require coordination between multiple FSD units. The tasks include coordinating purchase order coding, generating reports, overseeing the Payroll Accounts Receivable process by tracking items in FI\$Cal and throughout the PAR business process, taking the lead in federal grants planning, reviewing chart field coding on purchase orders, and approving, denying, or requesting changes to PO coding. Prepares the more complex budget reports for program staff and management. Cross-train Budget staff on duties, tasks, and assignments. Directly assists staff and managers at CARB with local assistance authority and project cost tracking. Overtime may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%-E	<b>Purchase Order Coding and Tracking</b> Responsible for reviewing chart field coding on purchase orders during the EARs workflow process and FI\$Cal purchase order review and approval process. The incumbent acts as a coordinator to pre-empt issues with the FI\$Cal purchase order across the document and makes its way through the

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	<p>life cycle from inception to close out of the purchase order and contract/grant associated with the purchase order. The incumbent is CARB's subject matter expert to identify cross-branch issues that may result in problems with the implementation or payment of the PO. The incumbent is responsible for tracking and reconciling purchase order amounts, and remaining balances, closing out across FI\$Cal and internal records, and adjusting or taking corrective action to keep both sources reconciled. The incumbent is also responsible for completing or assisting internal and external budgetary drills that require purchase order data.</p>
30%-E	<p><b>FI\$Cal Reporting</b> Responsible for generating monthly and ad-hoc FI\$Cal reports that require an understanding of FI\$Cal subsystems (Accounts Payable, Accounts Receivable, Project Costing, Purchase Order, Commitment Control, and General Ledger). The incumbent does this by having a deep understanding of FI\$Cal business process flows across subsystems, including Commitment Control and the General Ledger.</p>
30%-E	<p><b>Payroll Accounts Receivable</b> Responsible for coordinating the Payroll Accounts Receivable (PAR) business process in FI\$Cal, including verifying or inputting PAR items into FI\$Cal and reviewing and reconciling the items. The incumbent is responsible for maintaining a list of PAR items in FI\$Cal and assisting with inquiries from HR and Accounting. The incumbent is responsible for write-offs of PARs when necessary.</p>
5%-M	<p>Assist with special projects, develop documentation and procedures, and perform other duties within the scope of the classification as assigned.</p>

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Employee Name: Vacant	Current Date: April 2024
Classification: Staff Services Analyst	Position #: 673-820-5157-975
Division/Office: Fiscal Services Division	CBID: R01
Section: Budgetary Control and Local Assistance Section / Local Assistance and FI\$Cal Coordination	
Supervisor Name: Samantha Nguyen	Supervisor Classification: Staff Services Manager I

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

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CONCEPT OF POSITION: Under supervision of the Budget Manager (SSM I), the Staff Services Analyst performs less complex technical budget work related to tasks that require coordination between multiple FSD units. The tasks include coordinating purchase order coding, generating reports, overseeing the Payroll Accounts Receivable process by tracking items in FI\$Cal and throughout the PAR business process, and taking lead in federal grants planning. reviewing chart field coding on purchase orders and approving, denying, or requesting changes to PO coding. Prepares the more complex budget reports for program staff and management. Cross trains Budget staff on duties, tasks, and assignments. Directly assists staff and managers at CARB with local assistance authority and project costing tracking. Overtime may be required.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
30%-E	<b>Purchase Order Coding and Tracking</b> Under the guidance of a team lead, reviews chart field coding on purchase orders during the EARs workflow process and FI\$Cal purchase order review and approval process. Assist team lead to coordinate pre-empt issues with the FI\$Cal purchase order across the document makes its way

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	<p>through the life cycle from inception to close out of the purchase order and contract/grant associated with the purchase order. Provides input to CARB's subject matter expert to identify cross-branch issues that may result in problems with implementation or payment of the PO. The incumbent assists in tracking and reconciling purchase order amounts, remaining balances, and closing out across FI\$Cal and internal records and adjusting or taking corrective action to keep both sources reconciled. The incumbent also assists in internal and external budgetary drills that require purchase order data.</p>
30%-E	<p><b>FI\$Cal Reporting</b> Assist in generating monthly and ad-hoc FI\$Cal reports that require an understanding of FI\$Cal subsystems (Accounts Payable, Accounts Receivable, Project Costing, Purchase Order, Commitment Control, and General Ledger). The incumbent does this by having an understanding of FI\$Cal business process flows across subsystems, including Commitment Control and the General Ledger.</p>
30%-E	<p><b>Payroll Accounts Receivable</b> Assist in coordinating the Payroll Accounts Receivable (PAR) business process in FI\$Cal, including verifying or inputting PAR items into FI\$Cal and reviewing and reconciling the items. The incumbent maintains a list of PAR items in FI\$Cal and assisting with inquiries from HR and Accounting. The incumbent assist in write-offs of PARs when necessary.</p>
10%-M	<p>Assist with special projects, develop documentation and procedures, and perform other duties within the scope of the classification as assigned.</p>

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