

**DUTY STATEMENT**

DGS OHR 907 (Rev. 09/2018)

RPA NUMBER 26876	DGS OFFICE or CLIENT AGENCY CA Commission on Asian Pacific Islander Am Affairs	
UNIT NAME	REPORTING LOCATION 915 Capitol Mall, Suite 200 Sacramento, CA 95814	
SCHEDULE (DAYS / HOURS) Monday - Friday / 8:00AM - 5:00PM	POSITION NUMBER 427-001-5393-925	CBID R01
CLASS TITLE Associate Governmental Program Analyst	WORKING TITLE Budget and Operations Analyst	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION**  Rank and File  Supervisor  Specialist  Office of Administrative Hearings  Client Agency

California is proud to be home to over six million Asian and Pacific Islander Americans (APIA), the fastest growing ethnic population in the state.

The California Commission on Asian and Pacific Islander American Affairs (CAPIAA) was established in 2002 and is charged with elevating the political, economic, and social issues of Asian and Pacific Islander Americans (APIA), in the state.

The Commission advises the Governor and the Legislature on how to best respond to views, needs, and concerns of the state's diverse and complex APIA communities. Additionally, the commission provides assistance to policymakers, state agencies, departments, and commissions to develop appropriate responses and programs that meet the needs of APIA communities, including focus on cultural language sensitivity, and hate incident and hate crime prevention measures.

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**POSITION CONCEPT**

Under the general direction of the Executive Director (ED) of the California Commission on Asian and Pacific Islander American Affairs (CAPIAA), the Budget and Operations Analyst (BOA) is responsible for development of CAPIAA budget, planning and processes and oversee day to day operations of the Commission.

- Review and approve individual/team budget requests. The incumbent is responsible for allocation of funds; analyze budget spending ; optimize budgets based on spend data and performance; development and execution of state contracts, grants, and vendor contracts. BOA is responsible for the full range of sensitive and complex budget, operations, and administrative activities associated with the commission.

**SPECIAL REQUIREMENTS**  Conflict of Interest  Medical Evaluation  Background Evaluation  Background Evaluation FTB  Office Technician (Typing)

**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
30%	Preparation of Budget Development, utilize budgetary tracking tools, evaluate, and reconcile documents required to create technical budget spreadsheets, the budget galley, and related schedules. Assist in and coordinate the preparation of Budget Change Concepts (BCC) and Budget

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	<p>Change Proposals (BCP). Provide technical assistance to ED. Creates and uploads budget information into Hyperion using various budget-related processes such as Baseline Budget Adjustments (BBAs) and Revenue, Transfers, and Loans (RTL), creating Budget Revision (BR) numbers/containers, and uploading BCP templates. Prepares fiscal detail sheets for costs associated with all BCP funding requests, accurately identifying the appropriate organization, program, fund, and quantity of positions. Creates and maintains BCP tracking charts, BCP outcome charts, and various other charts for ED in an electronic Budget Binder. Coordinate with team on proposed legislation, fiscal analysis, and budget hearings. Maintain Budget Binder throughout the budget cycle for ED and historical information for the commission.</p>
30%	<p>Fiscal Reporting, Forecasting, Expenditure Tracking, and Validation:  Monitor monthly expenditures to identify surplus or deficit budget projections and make appropriate recommendations for adjustments. Provide monthly budget reports to ED and assist in forecasting. Develop executive summary reports utilizing expenditures and projections. Use Hyperion and PeopleSoft to run financial planning and management reports. Research financial and program data. Perform a variety of analytical and time sensitive assignments. Make Recommendations on a broad spectrum of administrative and program-related problems. Lead regular meetings and provide regular communications with commission, commission subcommittees regarding respective program budget reports. Prepare and maintain technical documents and required deliverables for ED, Commissioners and other team members. Update and maintain position tracking in consultation with the DGS. Assist staff and ED with detailed information and reports to facilitate budgetary and other fiscal reporting duties.</p> <p>Independently conducts monthly review of charging practices to ensure proper coding across all contracting, accounting, and Fi\$Cal documentation. Monitor purchases, contracts, encumbrances, and balances. Ensure all supporting documentation is included in the files in a timely manner. Collaborate with Accounting and Contract team to make corrections as needed. Serve as the budget liaison, coordinate, manage and evaluate the budget and accounting/fiscal related services by using all tools and resources to monitor, report, and escalate items as needed.</p>
20%	<p>Responsible of developing, executing, and managing contracts, grants, and vendor agreements. Perform administrative duties related to contract management, creating policies, ensuring compliance with established policies and procedures. Authorizing commission travel and administering travel reimbursements.</p>
15%	<p>Analyze funding requirements, budget allocations, and expenditures to ensure compliance with provisions, regulations, and guidelines. May act as a lead on special projects. Assist others in understanding and following commission policies and procedures for a wide variety of administrative related subjects and processes. Create and/or update operating procedures and manuals as necessary to keep materials current. Develop budgetary memos and policies as needed.</p>

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PERCENTAGE	DESCRIPTION
5%	Perform other job-related duties as required.

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS****KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; government functions and organization; and methods and techniques of effective conference leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise leadership or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; coordinate the work of others, act as a team.

**DESIRABLE QUALIFICATIONS:**

- Possess an understanding of the state budgeting process.
- Must have an ability to communicate with a range of partners and stakeholders, including senior leadership, elected officials, community members, and the general public as necessary.
- Must have strong analytical and research skills.

**SPECIAL PERSONAL REQUIREMENTS:** Demonstrated ability to act independently, open-mindedness, flexibility, and tact; Must have strong verbal and written communications skills; Must be detail oriented and organized; Have a commitment to serving California's diverse communities throughout. Must create a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

**SPECIAL PHYSICAL CHARACTERISTICS:** Persons hired for this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasionally will need to work extended hours on evenings, weekends, and holidays during peak budgeting times.

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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

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*I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

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*I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED