

DUTY STATEMENT

1. Institution/Division/Office: Central Office/ Fiscal Services		2. Unit/Industry/Enterprise: Budgeting & Financial Planning (Budgets)	
3. Classification Title: Staff Services Analyst (General)		4. Proposed Incumbent (if known): Vacant	
5. Current Position Number (Agency-Unit-Class-Serial): 063-046-5157-812		6. Effective Date:	
7. Briefly (1 or 2 sentences) describe the position's organization setting and major functions: Under supervision of the Chief of Budgeting and Financial Planning, the Staff Services Analyst (General) (SSA) assists in the coordination, preparation, and analysis functions of the California Prison Industry Authority's budget and other related fiscal items.			
8. Work Schedule: Monday-Friday 8:00am-5:00pm			
9. Percentage (%) of time performing duties:	10. Indicate the duties and responsibilities assigned to the position and the percentage (%) of time spent for each. Group related tasks under the same percentage (%) with the highest percentage (%) listed first.		
	ESSENTIAL FUNCTIONS		
40%	Budget Development/Administration and Implementation: The incumbent will assist with the development of CALPIA's budget and with the preparation of CALPIA's budget and miscellaneous reports for executive approval. Obtain approval for control agency communications and deliverables for Budgets. Provide support with the research and analysis of the status of the Budget Act appropriations and in completing fiscal drills and reports. Provide fiscal information and consultation to management and other CALPIA staff regarding fiscal and/or budget issues. Establish and maintain liaison with managers of assigned, less complex CALPIA enterprises/programs/units to assist them to plan, develop, and evaluate operating budgets. Assist with the analysis of their budget change proposals (BCPs) and other budget requests, by assisting them in the application of financial data to management problems and in evaluating operation priorities and determining resource requirements; assist in tracking/monitoring capital and operating budgets to monitor budget adherence; identify expenditure and revenue trends; prepare/update routine analyses/reports needed to develop projections in terms of profit and loss; and assist with the development and implementation of various financial reporting tools to aid CALPIA managers in the administration of their budgets. Assist with developing documents and reports for packages for presentation to the California Prison Industry Board as well as other projects.		
25%	Budget System Administration: Provide support in the development and maintenance of the new ERP system. Develop and maintain standards, business processes, procedures, and controls for the Budget in the new ERP system and Budgets database. Provide sound and accurate entries into the ERP system and related software and databases. Assist in providing the formal training on the budget, the budget ERP system and Budgets database.		
25%	Special Projects and Analyses: Assist in performing analyses in support of, and actively participate in, special studies or task groups; provide analytical support for special reviews and presentations; prepare fiscal estimates or reports as requested; develop fiscal impact of proposed legislation as requested; participate in Fiscal Services division or multi-divisional projects as requested. Assist Fiscal Accounting with developing monthly and year-end financial statements and related supporting documentation. This would include statement of operations, pro-forma income statements, revenue reports, cash flow reports, budget to actual reports, trending and reconciliation reports, etc., Provides support to Fiscal teams and other Divisions for the year-end reports required by other State agencies and Financial auditors. Provide support for Fiscal costing methodologies (e.g., inventories/turns, product costing, reporting/variance analysis, etc). Perform other Fiscal related work as requested.		
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