

DUTY STATEMENT

Employee Name:	Position Number: 580-530-5393-909
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent / Full-Time
Working Title: Senior Budget Analyst	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Genetic Disease Screening Program	Branch/Section/Unit: Operational Support Section / Fiscal 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 in the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by performing the more responsible, varied, and complex technical analytical staff services assignments regarding expenditures, reimbursements, and revenues. The Associate Governmental Program Analyst (AGPA) assists management in forecasting expenditures related to budgeted expenditures, analyzes cash flow to support financial operations, gathers data and conducts analytical studies on various problems arising in connection with fiscal and financial administration as they relate to the accomplishment of accounting objectives. Gathers year-end accrual information and analyzes that information to ensure conformance with Financial Information System for California (Fi\$Cal) system and compliance with the State Administrative Manual (SAM).

The incumbent works under the direction of the Staff Services Manager I, Chief of the Fiscal Services Unit (FSU).

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)

- 20% Reviews and analyzes the monthly revenues, encumbrances, and expenditures in Financial Information and Reports (FORE) and FI\$Cal online reports to determine ongoing revenues, encumbrances, and expenditures are accurately entered and applied to the correct funding codes and fiscal years according to applicable departmental policies and procedures. Gathers and analyzes data from Accounting reports and FI\$Cal Online Reporting Environment (FORE) to prepare budgets for multiple programs within GDSP. Gathers, reviews, tracks, and reconciles revenues and expenditures of screening and monitoring programs with data from FORE and FI\$Cal to ensure expenditures and revenues are properly accounted, reconciled, and accurate. Analyzes and monitors the allocation of revenue and expenditure data to ensure the accuracy of posted transactions. Reviews and verifies FI\$Cal coding revenues and Accounting posted encumbrances and expenditures for accuracy and completeness prior to the manager's review and approval. Communicates discrepancies and erroneous transactions to responsible staff and follows up to ensure errors are corrected and discrepancies are addressed in a timely manner.
- 20% Develops spreadsheets to analyze, review, and monitor ongoing encumbrances and expenditures for contracts and purchase orders in FI\$Cal, ensuring they remain within budget allocation thresholds. Collects and compiles expenditure data from various GDSP programs to conduct fiscal analysis and forecasting. Performs bi-monthly forecasting and projections of expenditures, including outstanding invoices, for the fiscal year. Evaluates and revises forecasted expenditures based on actual spending, maintaining updated files. Creates and maintains spreadsheets summarizing actual and projected expenditures for each fiscal year to prepare for the November and May Revised Budget Estimates. Analyzes monthly year-to-date expenditures, comparing them to historic data to identify significant trends for budget preparation. Reviews Data Processing Cost and Billing System charges monthly to ensure accuracy and budget compliance. Monitors monthly encumbrances for Accounting and the Business Services Unit, ensuring they are within budget and sufficient to cover Local Assistance expenditures. Collaborates with the Business Services Unit and Accounting on the disencumbrance process. Recommends appropriate release of remaining encumbrance amounts back to the fund, ensuring the Fund Condition Statement reflects accurate budgetary expenditure amounts. Coordinates with GDSP staff to track and monitor expenditures, utilizing their records and acquiring additional needed information.

- 20% Provides analysis of GDSP's revenue query reports and develops a method of maintaining and reconciling the monthly GDSP revenue query report to the FI\$CAL reports, such as the Detail Receipt Transaction Reports. Reviews and analyzes the weekly fiscal report of available cash receipts to determine the amount to be remitted to State Controller's Office using the Analysis of General Cash Receipts and Disbursements. Reviews, analyzes, and reconciles the monthly Revenue Reports from the Accounts Receivable (AR) system. Reviews the Aging Reports, communicates any issues in the aged receivables to the AGPA AR lead staff, and recommends appropriate solutions. Works with CDPH accounting staff and the Revenue Services Unit to ensure that the GDSP revenues are posted to the correct and appropriate funds in accordance with GDSP FI\$CAL Coding Reports and to capture and secure the allocations of GDSP revenues to California Birth Defects Monitoring Program (CBDMP). Provides accounts receivable/revenue information for the preparation of Budget Change Proposals, Finance Letters, and Budget Revisions.
- 10% Participates in and supports year-end financial drills and closeout activities by preparing, reviewing, and reconciling budget reports, fund balances, and expenditure data to ensure accuracy and compliance with departmental and state fiscal policies. Collaborates with program staff and accounting to resolve discrepancies, meet reporting deadlines, and facilitate a smooth year-end close. Develops and maintains procedures for gathering and analyzing accrual information, and prepares year-end Encumbrance Adjustments, Revenue and Expenditure Accruals, reconciling them with the Financial Statement and reporting discrepancies to Accounting. Conducts financial research and analysis on Branch program issues, including ad-hoc accounting, year-end closing, and encumbrance drills. Reviews and validates the Chart of Accounts to ensure appropriate coding and makes adjustments as needed.
- 10% Assists in the preparation, maintenance, analysis, and evaluation of GDSP budgets. Assists managers in the preparation, collection, and review of the assumptions and the November and May Revised Budget Estimates. Assists managers in preparing the annual Federal Grant budget. Coordinates and communicates with the management in the development of the budget. Tracks, reviews, and analyzes the cash flow statements to ensure that the program supports their financial operation. Prepares the budget estimates and the fee review analyses to determine that the program fees cover the program costs. Maintains the transaction tracking system to monitor expenditures for each fiscal year. Reviews and analyzes Federal Grants, Purchase Orders, and California Birth Defects Monitoring Program's (CBDMP) invoices.
- 10% Responsible for preserving financial integrity and accountability of the Genetic Disease Testing Fund (GDTF). Participates in financial planning meetings and proposes recommendations orally and in writing to the management on internal financial administrative matters. Advises Division staff and senior management regarding changes to Departmental accounting practices including program accounting issues. Assists staff in analyzing and researching sensitive fiscal issues that may arise in the Division.
- 5% Attends Budget Estimate meetings with the management, Center, Budgets, and Agency. Assists managers in tracking expenditures through FORE, and with revenue reconciliation. Identifies, prioritizes, designs, and develops business reports for staff and management needs. Reports findings and issues from financial reports to the management. Works with the CDPH Information Technology Systems Division (ITSD) and GDSP IT staff on any discrepancies if needed. Participates in meetings with all levels of staff to provide status reports on expenditures and revenues and/or recommendations regarding fiscal issues. Maintains records of State assets, payrolls, and vehicle mileages. Maintains, reviews, and reconciles monthly fleet

reports. Keeps copies of the Fleet Card User Agreement and drivers' licenses. Provides assistance and training to other FSU staff and acts as a lead in FSU as needed and acts as a backup to other appropriate-level FSU staff as needed.

Marginal Functions (including percentage of time)

5% Ensures diversity, equity, and inclusion are embedded into the workplace culture in the Center for Family Health. Performs other work-related duties as requested.

☐ 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.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: Brittany Hanson

Date: 11/10/2025