



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 08/05/24	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-010-5157-808	
BUREAU/UNIT Administrative Services Bureau		CLASS TITLE Staff Services Analyst	CBID R01
INCUMBENT		WORKING TITLE	
Under the supervision of the Staff Services Manager II (SSM II) (Supervisory), the incumbent, as one of two analysts in the Budgets Unit, is responsible for performing duties to support the unit in monitoring the department's annual budget. The incumbent works with assigned bureaus to monitor approved allocations and track spending activity.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>		
	ESSENTIAL FUNCTIONS		
35%	Monitors the spending activity of assigned bureaus to ensure the correct application of the Commission on Peace Officer Standards and Training's (POST) annual budget; ensures that assigned program/fund area(s) are utilized correctly by assigned bureaus; collaborates with assigned bureaus to answer questions or clarify processes; assists with ensuring control processes and procedures for internal budget operations are adhered to by the bureaus.		
35%	Coordinates with the Accounting Unit to ensure invoices related to contracts, direct transfers, and purchase orders follow proper program expenditure and funding distribution for assigned bureaus; works with the Accounting Unit, Contracts Unit, Procurement Unit, and bureaus to resolve issues related to coding expenses.		
20%	Utilizes the Financial Information System for California (FI\$Cal) to look up expenditures and encumbrances; prepares or generates fiscal documents and reports related to spending activity of the bureaus; at the direction of the SSM II, assists in the redirection of allocations to adjust funding as needed.		
5%	Compiles and organizes materials, including but not limited to, charts and spreadsheets for the SSM II, as requested.		
	NON-ESSENTIAL FUNCTIONS		
5%	Performs other job-related duties within the scope of the classification.		

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED OF THE JOB *(if applicable):***WORK ENVIRONMENT**

Office setting – Requires prolonged sitting, standing, walking, use of the telephone, use of a personal computer, and frequent contacts with individuals within POST and from law enforcement agencies. Requires mobility to various areas of the work site. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. The incumbent shall always demonstrate cooperative behavior with co-workers and supervisors. Hours of work generally cover business hours of 8:00 a.m. to 5:00 p.m. This position is located at POST headquarters in West Sacramento. This position may be eligible for telework.

Some travel may be required (e.g., travel to off-site bureau conferences or meetings or training and aid POST as necessary).

PHYSICAL ABILITIES

Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation. May require light carrying/lifting of office supplies (i.e., paper, binders, manuals, etc.).

Traveling may require and medium to heavy lifting (i.e., laptop, luggage, etc.).

CONFLICT OF INTEREST (if applicable):

☐ Conflict of Interest Filing (Form 700) required ☒ Not applicable

This position is designated under the Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete Form 700 within 30 days of appointment and once per year.

Failure to comply with the Conflict of Interest Code requirements may void this appointment.

To be reviewed and signed by the supervisor and employee:

SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT:

- ***I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR***
- ***I HAVE RECEIVED A COPY OF THE DUTY STATEMENT***
- ***I AM ABLE TO PERFORM THE ESSENTIAL FUNCTIONS LISTED WITH OR WITHOUT REASONABLE ACCOMMODATION***
- ***I UNDERSTAND THAT I MAY BE ASKED TO PERFORM OTHER DUTIES AS ASSIGNED WITHIN MY CURRENT CLASSIFICATION, INCLUDING WORK IN OTHER FUNCTIONAL AREAS AS BUSINESS NEEDS REQUIRE***

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 04/29/24	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-010-5393-808	
BUREAU/UNIT Administrative Services Bureau		CLASS TITLE Associate Governmental Program Analyst	CBID R01
INCUMBENT		WORKING TITLE	
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the direction of the Staff Services Manager II (SSM II) (Supervisory), the incumbent, as one of two analysts in the Budgets Unit, is responsible for monitoring the department's annual budget, updating monthly projections, and collaborating with bureaus and other units within the department to track spending activity.			
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)		
	ESSENTIAL FUNCTIONS		
35%	Ensures the correct application of the Commission on Peace Officer Standards and Training's (POST) annual budget by monitoring and analyzing the spending activity of assigned bureaus; updates monthly projections; verifies that assigned program/fund area(s) are utilized correctly by assigned bureaus; collaborates with assigned bureaus on a regular basis to answer questions or clarify processes; communicates control processes and procedures for internal budget operations to assigned bureaus and ensures adherence to those processes and procedures.		
30%	Analyzes cost coding documents for accuracy and coordinates with the Accounting Unit to resolve issues related to coding of encumbrances and expenditures; works closely with the Accounting Unit, Contracts Unit, Procurement Unit, and bureaus to ensure proper program expenditure and funding distribution.		
20%	Continuously develops and maintains knowledge of the Financial Information System for California (FI\$Cal) in order to generate fiscal documents and reports related to spending activity of the bureaus; analyzes and interprets financial reports; at the direction of the SSM II, redirects allocations to adjust funding as needed.		
10%	Prepares and compiles reports, PowerPoint presentations, and other materials for Commission meetings, as requested by ASB management.		
	NON-ESSENTIAL FUNCTIONS		
5%	Performs other job-related duties within the scope of the classification.		

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EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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HUMAN RESOURCES ANALYST'S NAME (Print)	HUMAN RESOURCES ANALYST'S SIGNATURE	DATE
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