



DUTY STATEMENT

DATE APPOINTED TO CLASS		DATE OF LAST POSITION REVIEW 01/05/26	
DIVISION Field Services		POSITION NUMBER (Agency - Unit - Class - Serial) 421-010-5402-001	
BUREAU/UNIT Administrative Services Bureau		CLASS TITLE Analyst III	CBID R01
INCUMBENT		WORKING TITLE	
Under the general direction of the Supervisor II, in the Administrative Services Bureau (ASB), the Analyst III functions as a nonsupervisory staff specialist independently responsible for completing complex technical budget drills and participating in the development of the Commission on Peace Officer Standards and Training's (POST) annual budget.			
% 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>		
45%	Independently completes Department of Finance's (DOF) complex technical budget drills (e.g., Salaries and Wages, Employee Compensation Adjustments, etc.); interprets and ensures the correct application of state budgetary requirements and guidelines when completing technical budget; independently responsible for uploading departmental budget information into Hyperion and running reports in Hyperion to complete baseline budget adjustments and ensure accuracy of POST's budget; interprets the annual Budget Act and Budget Galley and provides input on Budget Change Proposals; analyzes and completes extensive research on state requirements and rules as outlined in DOF Budget Letters, the State Administrative Manual, and other state resources.		
40%	Serves as the subject matter expert on Financial Information System for California budget resources and processes; works closely with the Department of General Services (DGS) Contracted Fiscal Services (CFS) to ensure entries into FI\$Cal are correct and aligned with POST's annual budget; advises the Bureau Chief and SSM II on budgetary/fiscal issues; as part of the management team, develops partnerships with the DGS, DOF, and other state agencies to ensure POST meets state budgeting requirements.		
10%	Creates, develops, and provides budget training to departmental staff. Completes special budget projects and assignments for the Bureau Chief and Supervisor II.		
	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

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