

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

Vacant

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-473-5393-910

DIVISION/BRANCH/REGION: (UNDERLINE ALL THAT APPLY)

HHD / DIO

BUREAU/SECTION/UNIT: (UNDERLINE ALL THAT APPLY)

HHD Administration & Operations Section/HHD Administrative Services Unit

SUPERVISOR'S NAME:

Marvel Alder

SUPERVISOR'S CLASS:

Supervisor I

SPECIAL REQUIREMENTS OF POSITION (CHECK ALL THAT APPLY):

Designated under Conflict of Interest Code.

Duties require participation in the DMV Pull Notice Program.

Requires repetitive movement of heavy objects.

Performs other duties requiring high physical demand. (Explain below)

 None

Other (Explain below)

I certify that this duty statement represents an accurate description of the essential functions of this position.

SUPERVISOR'S SIGNATURE

DATE

I have read this duty statement and agree that it represents the duties I am assigned.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED (Check one):

 None Supervisor Lead Person Team LeaderFOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.

MISSION OF ORGANIZATIONAL UNIT:

The Housing and Homelessness Division (HHD) is mostly a hybrid workplace. Periodic on-site work may be required for this position.

The Housing and Homelessness Division is responsible for the development, implementation, and evaluation of programs related to housing support and homelessness mitigation. The analyst in the HHD Administrative Services Unit (ASU) will be integral in advancing the mission of the branch to end homelessness in CA, by providing independent analytical support across the Division by providing administrative support services, related to budgets, contracts, Fiscal and Operations work.

CONCEPT OF POSITION:

Under direction of the Supervisor I, the Analyst II independently performs the more responsible, varied, complex, technical analytical activities and provides administrative support to the Division. The Analyst II will apply the knowledge, skills, ability and expertise to process development, research on best practices, and will work closely and cooperatively with others and in teams.

RESPONSIBILITIES OF POSITION**40% - Budget and Contracts**

Independently serves as a Budget Liaison; including assisting in the research, development of and tracking of the HHD Spending Plan, and other fiscal-related documents as needed. This includes, but not limited to, the Housing Initiatives Spending Plan, Historical Claims data, CDSS Fi\$cal Coding Manual, and invoice trackers.

Tracks and monitors all expenditures, allocations for Division contracts and completes any budget related drills. Support and draft Memorandum of Understanding (MOU) and liaison with Department contracts, budgets, fiscal, and accounting teams; utilize the Fi\$cal system to verify supplier ID information.

The Analyst will independently assist with contract research, development, implementation, and monitoring on behalf of the Division. Manage, track, and approve contract accounts receivable and accounts payable documentation and utilize Fi\$cal system to verify payments have been processed. Assist with development and implementation of recommendations through contract amendments in order to meet departmental obligations. These activities require a working knowledge of state laws and regulations; departmental organization, policy, and practice; and independent action. Analyze and evaluate the need for service/vendor contracts. This includes evaluating and analyzing proposed projects to determine the most appropriate, legally compliant, and cost-effective solution. Review contracts for compliance with established laws, policy and procedure. Review vendor invoices including verification of cost and job completeness.

30% - Fiscal and Operations Support

Independently performs purchasing duties to include statewide contracts, P-card purchases and reconciliations, and other procurement processes in Fi\$cal. The incumbent participates in Fi\$Cal workshops, meetings, training, and workgroups to gain and maintain current knowledge of Fi\$Cal functionality. Under supervision of the SSMI prepare, oversee, verify, and monitor all IT goods and services and non-IT goods and services based on procurement policy and process, draft memorandums and justifications when necessary.

Analyze and recommend research-driven processes for change management. Assist teams with ad hoc projects for Budget related drills. Track and maintain use of multiple funding streams, process and prepare invoices for payment by Administrative teams. Attend regular meetings between HHD, Budgets, Allocations, Grants Management, Accounting, and Fiscal Policy staff, pertinent to assignments and proactively contribute to Division conversations and meetings as appropriate and proactively contribute to Division conversations and meetings as appropriate.

20% - Administrative Services

Work within the Fi\$Cal Financial System, including Supplier ID look up, Purchase Order/Voucher Review, and other functions as necessary. Research and reconcile Service Location use, and present findings and recommendations to management. Responds to the most complex Division related questions by researching and consulting with department administrative partners (Budgets, Accounting, Legal, Contracts, Business Services, Human Resources, and IT) as needed. Analyze time study reports and create time sheet guidance for teams across the Division within the Employee Service Center (ESC). Incumbent will track departing employees hardware and e-waste expired equipment in ESC. Manually track inventory across Division using Microsoft Excel, support invoice intake/processing, processes Legislative Gifts from the Legislature and coordinates with CDSS administrative partners to finalize. Research and track available funding and encumbrance deadlines for division-wide contractual agreements.

10% - Other Duties as Assigned

The incumbent will perform other related duties as required to fulfill the HHD mission, goals and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within Division operations, which may include special assignments; (b) complying with general State and administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, and (c) attendance at staff meetings and staff training.

A. SUPERVISION RECEIVED:

The Analyst II receives general supervision from the Supervisor I and may receive indirect guidance from the Housing and Homelessness Section Chief, Bureau Chief, or Deputy Director. The Analyst II is required to demonstrate initiative in completing assignments and work independently to produce complete products.

B. ADMINISTRATIVE RESPONSIBILITY:

The Analyst II is involved in a wide array of administrative activities throughout the Division as described in Section A, above.

C. PERSONAL CONTACTS:

The Analyst II will be a representative for the unit alongside the Supervisor I in the frequent interaction and coordination with all levels of departmental managers, supervisors and employees as well as internal and external stakeholders.

D. ACTIONS AND CONSEQUENCES:

The Analyst II works with personnel issues that require strict confidentiality and prompt action. Poor judgment or failure to meet deadlines may result in Division staff not having the appropriate support leading to reductions in work group productivity and the ability to meet critical deadlines.

E. OTHER INFORMATION:

Knowledge of current personnel procedures is important because of the need to provide support to Division staff related to personnel matters. Experience in coordinating with multiple agencies or organizations, as well as managing multiple complex projects simultaneously, and developing new and innovative internal processes and procedures, is also highly desirable. The Analyst II must be flexible, have good interpersonal skills, strong communication skills, be able to work under pressure, and be capable of working independently. Due to the complex and critical assignments, good attendance is expected. At times, overtime may be required to meet deadlines.

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Marvel Alder

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Total number of positions for which this position is responsible:

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MISSION OF ORGANIZATIONAL UNIT:

The Housing and Homelessness Division is currently a hybrid workplace. Periodic on-site work may be required for this position.

The Housing and Homelessness Division is responsible for the development, implementation, and evaluation of programs related to housing support and homelessness mitigation. The analyst in the HHD Administrative Services Unit (ASU) will be integral in advancing the mission of the branch to end homelessness in CA, by providing analytical support across the Division for administrative support services, related to budgets, Fiscal and Operations work.

CONCEPT OF POSITION:

Under supervision of the Supervisor I, the Analyst I is responsible for assisting with and providing analytical administrative support to the Division. The Analyst I will apply the knowledge, skills, abilities and expertise to process development, research on best practices, and work closely and cooperatively with others and in teams.

A. RESPONSIBILITIES OF POSITION:**40% - Budget and Contracts**

Assist in the research of the HHD Spending Plan and budgetary documentation. This includes, but not limited to, the Housing Initiatives Spending Plan, Historical Claims data, CDSS Fi\$cal Coding Manual, and invoice trackers. Support and monitor expenditures, allocations for Division contracts and assist in or with any budget related drills. Support and draft Memorandum of Understanding (MOU) and liaison with Department contracts, budgets, fiscal, and accounting teams; utilize the Fi\$cal system to verify supplier ID information. The SSA will assist with contract research, development, implementation, and monitoring on behalf of the Division.

Research, track, and approve contract accounts receivable and accounts payable documentation. Utilize the Fi\$cal system to verify payments have been processed. Assist with development and implementation of recommendations through contract amendments in order to meet departmental obligations. These activities require a working knowledge of state laws and regulations; departmental organization, policy, and practice; and independent action. Analyze and evaluate the need for service/vendor contracts. This includes assessing and analyzing proposed projects to determine the most appropriate, legally compliant, and cost-effective solution. Review contracts for compliance with established laws, policy and procedure. Review vendor invoices including verification of cost and job completeness.

30% - Fiscal and Operations Support

Research purchasing duties for statewide contracts, P-card purchases and reconciliations, and other procurement processes in Fi \$cal. The incumbent participates in Fi\$Cal workshops, meetings, training, and workgroups to gain and maintain current knowledge of Fi\$Cal functionality. Under supervision of the SSMI research, prepare, verify, and monitor IT goods and services and non-IT goods and services based on procurement policy and process, prepare memorandums and justifications when necessary.

Analyze and recommend research-driven processes for change management. Assist teams with ad hoc projects for Budget related drills. Track and maintain use of multiple funding streams, process and prepare invoices for payment by Administrative teams. Attend regular meetings between HHD, Budgets, Allocations, Grants Management, Accounting, and Fiscal Policy staff, pertinent to assignments and proactively contribute to Division conversations and meetings as appropriate.

20% - Administrative Services

Assist teams across the Division with time sheet guidance and service locations, electronic recycle hardware within the Employee Service Center (ESC); and assist with manually tracking inventory across Division using Microsoft Excel. Support invoice development tracking, processes Legislative Gifts from the Legislature, researches available funding and track encumbrance deadlines for division-wide contractual agreements.

10% - Other Duties as Assigned

The incumbent will perform other related duties as required to fulfill the HHD mission, goals and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within Division operations, which may include special assignments; (b) complying with general State and administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans; and (c) prepare and circulate meeting notes

B. SUPERVISION RECEIVED:

The Analyst I receives direct supervision from the Supervisor I and may receive indirect guidance from the Housing and Homelessness Section Chief, Bureau Chief, or Deputy Director. The Analyst I is required to demonstrate initiative in completing assignments and work independently to produce complete products.

C. ADMINISTRATIVE RESPONSIBILITY:

The Analyst I is involved in a wide array of administrative activities throughout the Division as described in Section A, above.

D. PERSONAL CONTACTS:

The Analyst I will be a representative for the unit alongside the Supervisor I in the frequent interaction and coordination with all levels of departmental managers, supervisors and employees as well as internal and external stakeholders.

E. ACTIONS AND CONSEQUENCES:

Poor judgment or failure to meet deadlines may result in Division staff not having the appropriate support leading to reductions in work group productivity and the ability to meet critical deadlines.

F. OTHER INFORMATION:

The incumbent must be able to find the best sources of information needed to accomplish a task or best meet a customer's needs as well as the ability to assist with activities as assigned by the manager and use good judgment. The Analyst I should possess excellent customer-relations, analytical and problem-solving skills.