

DEPARTMENT OF JUSTICE
DIVISION OF LAW ENFORCEMENT
OFFICE OF THE CHIEF
FISCAL SERVICES UNIT
FISCAL ANALYST
420-710-5393-XXX

JOB TITLE: Analyst II

STATEMENT OF DUTIES: Under the general direction of the Supervisor I, the Analyst II will perform a wide variety of duties for the Division of Law Enforcement (DLE), Office of the Chief (OC). The Analyst II will serve as a Fiscal Analyst for the DLE. The incumbent prepares and coordinates the development of the annual budget for the bureaus within the DLE; monitors the annual budget; prepares annual revenue projections and expenditures; keeps the OC management, Bureau Directors and their staff aware of budget conditions relating to the Division programs and accounts; prepares and initiates transfer budget allotments, office corrections, and monthly and quarterly budget analyses on all funds; monitors and is responsible for analysis and recommendations concerning division expenditures; coordinates the preparation of Budget Change Proposals (BCPs) for existing and new programs; develops, coordinates, monitors, and reports on division funded programs. The Analyst II will act as the Division's liaison and representative with Division of Operations (OPS) and other federal and/or local agencies regarding issues involving various fund sources; prepares written correspondence and statistical reports for special studies and requests from within the Department of Justice (DOJ) and other law enforcement agencies; and develops tables, charts, and graphs to display statistical data.

SUPERVISION RECEIVED: Reports directly to the Supervisor I.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit and type at a computer screen for long periods of time. Ability to focus and concentrate for extended periods of time, read material and come to logical conclusions.

TYPICAL WORKING CONDITIONS: The Analyst II will work in an internal cubicle in a general office setting. May be required to work overtime as needed for mission critical projects.

ESSENTIAL FUNCTIONS:

- 40% Prepares and coordinates the development of the annual budget for the Division; monitors the annual budget; keeps the OC management, Bureau Director, and their staff aware of budget conditions relating to programs and accounts; prepares and initiates budget revisions, memo allotments, and monthly and quarterly budget analyses on all funds; monitors and is responsible for analysis and recommendations concerning expenditures; coordinates the preparation of BCPs for existing and new programs; develops, coordinates, monitors, and reports on the Division's funded programs/activities; prepares baseline budget requests; prepares detailed salary savings plans. Acts as the Division's liaison and representative with OPS and other federal and/or local agencies regarding issues involving various fund sources. Completes projections for expenditures and completes analyses to ensure projection methods and calculations are accurate. Drafts memoranda, reports, statistics, and/or spreadsheets in response to specific fiscal projects. Completes and maintains the Division's fund condition statements. Prepares the Division's out-of-state blanket in collaboration with the bureaus. Prepares and initiates Transfer Budget Allotments; prepares and initiates year-end program/fund reconciliation. Monitors and reviews all program encumbrances.
- 20% Responsible for the review of various grant proposals and solicitations to determine their technical applicability and if there is a realistic expectation of DLE meeting the required components of the funding request. Makes recommendations to DLE management regarding the feasibility of a grant request for each proposal and solicitations. Responds to questions posed by grant reviewers. Compiles technical narratives, budget reports, and statistical reports as required by grant guidelines. Facilitates grant requests/modifications needed for the various DLE grants. Ensures all required reports/documents are submitted to the granting agencies after appropriate reviews and approvals have been obtained by DLE management and OPS Grant Unit and Budget Office. Works closely with the OPS Budget Office and Accounting Office to ensure all grant expenditures are tracked properly in the Accounting Information System. Assists DLE management with the administration of all administered grants. Prepares invoice reimbursement packages to send to the Accounting Office.
- 15% Responsible for the review of new and renewal DLE agreements, which includes but is not limited to Memorandums of Understanding, inter-agency agreements, reimbursement agreements, and no cost agreements with state, local, and federal agencies. Facilitates agreement requests/modifications needed for the various DLE agreements. Collaborates with fiscal analysts assigned to OC's Fiscal Services Unit to accurately project all budget costs for DLE. Works closely with the OPS Accounting Office to ensure all agreement expenditures are tracked properly in the Accounting Information System. Assists DLE management with the administration of all administered agreements. Prepares invoice reimbursement packages to send to the Accounting Office. Tracks expenditures on a monthly basis.

- 10% Develops, analyzes, and completes detailed fiscal reports for proposed legislation to determine fiscal impact to the Division. Completes and analyzes a fiscal review for all division grant solicitations, budget authority verification requests for vacant positions, purchase request forms for procurement and contracts, and fleet acquisition plans. Conducts and receives cross-training of fiscal analyst desk duties.
- 10% Performs the most difficult technical work required in compiling, reviewing, computing, displaying, projecting, and analyzing the Division's internal fiscal data. Interprets findings and documents results of the data analysis to identify and resolve problems and develop alternative solutions for program operations. This will involve studying and refining existing statistical data, determining and developing additional data needs, and making recommendations. Makes oral presentations. Utilizes the above data to prepare statistical reports, graphs and charts. Completes budget drills as assigned.
- 5% Completes special projects as assigned. Conducts training for new fiscal analysts. Serves as a division representative at meetings and conferences, and may act as the Supervisor I in the supervisor's absence.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee's Signature

Date

Supervisor's Signature

Date