

PROPOSED

STATE OF CALIFORNIA
CALIFORNIA DEPARTMENT OF TECHNOLOGY
DUTY STATEMENT
TECH 052 (REV. 02/2018)

RPA NUMBER (HR USE ONLY)

25-195

OFFICIAL

ALERT: This form is mandatory for all Requests for Personnel Action (RPA).

INSTRUCTIONS: Before completing this form, read the instructions located on last page.

Section A: Position Profile

A. DATE 04/08/2026	B. APPOINTMENT EFFECTIVE DATE	C. INCUMBENT NAME
D. CIVIL SERVICE CLASSIFICATION Analyst II		E. POSITION WORKING TITLE Budget Analyst
F. CURRENT POSITION NUMBER 695-243-5393-701		G. PROPOSED POSITION NUMBER (Last three (3) digits assigned by HR) 695-243-5393-701
H. OFFICE / SECTION / UNIT / PHYSICAL LOCATION OF POSITION Office of Administrative Services/Financial Management Branch/Budget Office/ Rancho Cordova PG3		I. SUPERVISOR NAME AND CLASSIFICATION Stephanie Seymore, Staff Services Manager I
J. WORK DAYS / WORK HOURS / WORK SHIFT (DAY, SWING, GRAVE) MONDAY – FRIDAY / 8:00 AM – 5:00PM / DAY SHIFT		K. POSITION REQUIRES: FINGERPRINT BACKGROUND CHECK <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO DRIVING AN AUTOMOBILE <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

Section B: Position Functions and Duties

Identify the major functions and associated duties, and the percentage of time spent annually on each (list higher percentages first).

	<p>Information Technology Domains (Select all domains applicable to the incumbent's duties/tasks.)</p> <p><input type="checkbox"/> Business Technology Management <input type="checkbox"/> IT Project Management <input type="checkbox"/> Client Services</p> <p><input type="checkbox"/> Information Security Engineering <input type="checkbox"/> Software Engineering <input type="checkbox"/> System Engineering</p>
	<p>Organizational Setting and Major Functions</p> <p>Under the direction of the Budget Office Supervisor I (Supervisor), the Analyst II is responsible for performing the more responsible, varied, and complex technical budget functions in a full journey level compacity by coordinating the development, preparation, administration, maintenance, review and control of the California Department of Technology Services annual budget. Provides consultative budget services related to the analytical and technical budget preparation, change, review, justification, monitoring and coordination process. Specific duties and responsibilities included but not limited to:</p>
<p>% of time performing duties</p> <p>25%</p>	<p>Essential Functions (Percentages shall be in increments of 5, and should be no less than 5%.)</p> <p>Prepare, develop and implement the Department's annual budget which includes (but not limited to): Schedule 2 (Change in Authorized Positions), Schedule 7A (Salaries and Wages Supplement to the Governor's Budget), Schedule 8 (Supplementary Schedule of Salary and Wages), Past Year Baseline Budget Adjustment (PY BBA), Annual BBA Drills, Baseline Revenue, Transfer and Loan (BRTL), Baseline Administration Adjustment (BAA), Supplementary Schedule of Operating Expense, Transfer of Budget Allotments (TBAs) and any other support documents needed for the annual Governor's Budget.</p>
<p>20%</p>	<p>Analyze and review the budgetary fiscal and financial detail of assigned units within the organization to ensure all requirements and/or other reporting mandates are met within the time frames specified either by law or other administrative protocol. Identify and make recommendations to initiate actions or directions to management to maintain proper budget reporting to ensure that Department expenditures are within fiscal allocations.</p>
<p>10%</p>	<p>Coordinate the development of the budget process based on the goals, objectives, and projects as identified by the Department and as stated in the Strategic Plan. Upon finalization of the budgetary mission, coordinate with each office to ensure complete understanding of allocated budget authority and specific requirements to produce the final budgetary product(s).</p>
<p>10%</p>	<p>Review analysis and preparation of Budget Change Proposals (BCPs), and Spring Finance Letters (SFLs) or other fiscal documents to request augmentations and other appropriate allocations to the Department budget that are required to satisfy and meet client demands (Department of Finance and Legislatively approved projects).</p>

- 10% Maintain electronic databases, Excel spreadsheets and other information processing programs including Microsoft Office to assist the staff and department with current detailed information and reports to facilitate budgetary and other fiscal reporting.
- 10% Prepare and input budget adjustments into the FI\$Cal accounting system related to assigned organizational units or in the absence of other staff.
- 5% Coordinate activities with the departmental managers and staff in the preparation and development of the annual budget proposal, which includes (but not limited to): out-of-state travel requests, overtime allocations, and training allocations.
- 5% Establish and maintain cooperative relationships with Department staff involved in the budgetary and financial process to ensure that information detail is useful, accurate and timely.

Marginal Functions (Percentages shall be in increments of 5, and should be no more than 5%.)

- 5% Attend briefings with the Department Executive staff, the Department of Finance, the Legislature and other control entities involved in the budgetary process.

Work Environment Requirements

Ability to operate a personal computer, calculator, fax machine, copier machine, and other standard office equipment.

Ability to drive a personal vehicle to meetings at locations within the Sacramento metropolitan area.

Infrequent overtime including weekends may be required to meet budgetary deadlines.

Allocation Factors (Complete each of the following factors.)

Supervision Received:

The Analyst II is under the direction of the Supervisor. This position requires incumbent to perform the more responsible, varied and complex technical analytical assignments, utilize creativity and ingenuity for developing and analyzing various procedures.

Actions and Consequences:

Unfavorable judgment or techniques in recommended approaches or solutions could result in the disapproval of the budget change proposals and revenue to offset expenses that could unnecessarily tax the client community for services rendered. Completed staff work should encourage the economies of scales that can be obtained from large data centers.

Personal Contacts:

Contacts are wide ranging and include staff of all levels of the Department, client departments and other control agencies, i.e., Department of Finance, Government Operations, Legislative Analyst Office, etc.

Administrative and Supervisory Responsibilities:(Indicate "None" if this is a non-supervisory position.)

None

Supervision Exercised:

N/A

Other Information

Must be able to work under stressful situations, have the ability to meet strict deadlines during critical periods and be on call to respond to control agencies.

Desirable Qualifications: (List in order of importance.)

- Knowledge, expertise, and experience working with the State budget process.
- Must demonstrate critical analytical skills and ability; must possess excellent written and oral communication skills.
- Must be reliable, punctual, maintain excellent attendance, possess good judgment and ability to work both independently and as part of a team.
- Must be able to maintain pace with the technological advancements of the information processing industries and new developments in information technology.
- Knowledge of Hyperion and Fi\$Cal systems, Sharepoint, various software products (MSWord, MS Excel, MS Project, MS Visio, Access Database, and other related applications), telephone, printers, BIZHubs and other office equipment; MS Excel, MS Access, and MS Outlook.
- Ability to work cooperatively with all levels of staff and management and to effectively communicate and have the ability to manage multiple customer relationships.

INCUMBENT STATEMENT: I have discussed the duties of this position with my supervisor and have received a copy of the duty statement.

INCUMBENT NAME (PRINT)	INCUMBENT SIGNATURE	DATE
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SUPERVISOR STATEMENT: I have discussed the duties of this position with the incumbent.

SUPERVISOR NAME (PRINT) Stephanie Seymore	SUPERVISOR SIGNATURE	DATE
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