



Position Details

Classification:
Analyst II

Office:
Financial

Working Title:
Capital Cost Analyst

Location:
Sacramento

Position Number:
311-320-5393-001

HR Approval Date/Initials:
04/16/2026 MP

CBID/Bargaining Unit: R01

Work Week Group: 2

Tenure:
Permanent

Time Base:
Full-time

Job Description Summary

Under direction of the Supervisor II, the Analyst II shall perform complex technical budget work, review monthly budget adjustments and change orders, and provide analysis of monthly spending and accruals for the multi-billion-dollar high-speed train project. Duties include preparing, tracking, and monitoring progress of the monthly cost report, budget adjustments, funding allocations, and spend-to-date. The Analyst II regularly meets with program managers and liaisons to discuss expenditure and accrual analysis and provides recommendations to improve monthly reconciliations.

Duties

Percentage
Essential (E)/Marginal (M)

25% (E) **Expenditure Review**

- Reviews budget change requests presented to Business Oversight Committee within the \$20+ billion-dollar Capital scope of the project. Works directly with all relevant Authority staff, contractors, or external parties as needed to ensure expenditures are thoroughly vetted and clearly adhere to the project’s intended and approved scope as stated to external stakeholders and the public. Works with a broad variety of individuals from contract managers, the Cost Team, the Budget staff, the accounting staff, and consultants to fully understand and validate the particulars of expenditures, investigate any inconsistencies, and provide feedback on fiscal year budget and project baseline development.

20% (E) **Budget Oversight**

- Communicates and works with Contract Managers (CM). Receives Contract Change Requests (202s), Change Orders, and

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accompanying budget tables from CM. Reviews, tracks, and updates changes to documents and reports to apprise Capital Budget Management. Prepares the monthly Business Oversight Committee's briefing documents which demonstrate the High-Speed Rail Project's financial needs to the Board of Directors, the Finance and Audit Committee, and external stakeholders such as the Federal Railroad Administration (FRA), Department of Finance, Legislature, and the public.

- 20% (E) **Stakeholder Guidance and Communications**
- Develops comprehensive understanding of costs, schedules, and efforts within the Project. Advises management on the monthly analysis of changes to the Capital budget. Reviews and edits documents such as Central Valley Project Financial Plan (CVPFP) and Annual Work Plan (AWP) in accordance with the FRA terms of cooperative agreement. Provides complex analysis of yearly Baseline schedule, budget updates, and provides management with analysis and recommendations to assist in the budget planning. Supports the Supervisor II with responses to urgent and time sensitive fiscal or forecasting questions and inquiries from the Board of Directors, executive leadership, and other stakeholders.
- 20% (E) **Report Oversight and Validation**
- Guides the Cost Team in the production of the Authority's EcoSys cost report and monthly accrual updates. Coordinates with Program Controls Branch to ensure that monthly data is accurate and in agreed upon standard formats aligning expenditures and forecast to correct contracts and tasks. Consults and meets with CM and Cost Team for accruals for the month and certifies monthly accruals are accurate and up to date. Prepares monthly reconciliation and validation of EcoSys data to the FI\$Cal accounting system as well as Grant data.
- 10% (E) **Customized/Consultant Reports**
- Works with the Consulting Cost Control Unit and Project Financial Manager to streamline the Rail Delivery Partner's monthly data submissions. Reviews these reports for alignment with the project scope. Prepares ad-hoc reports of project costs by fund, project, and/or schedule for Department of Finance and the Legislature to meet their request.
- 5% (M) **Miscellaneous**
- Performs other job-related duties.

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Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Conflict of Interest (COI) Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Bilingual Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Contract Manager Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Medical Required Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Type:		Language:		

Other Special Requirements Information:

Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization; and methods and techniques of effective communication and leadership.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; and coordinate the work of others, act as a team leader, and appear before legislative or other committees.

Desirable Qualifications

- Bachelor's degree in business administration, accounting, finance, or related degree
- Extensive analytical experience in the finance and accounting field
- Computer proficiency and knowledge of various computer software applications/databases, the internet and Microsoft Office; Word, PowerPoint, Outlook, and Excel expertise.
- Experience with FI\$Cal reporting or other accounting software.
- Experience with database construction and pivot tables.
- Strong communication skills and experience working and communicating with various levels of staff, management, other state agencies, contractors, external parties, and the public.
- Knowledge of accounting principles and procedures
- Reconciliation experience
- Experience reviewing data for accuracy
- Experience with project budgeting and financial analysis
- Experience with preparation of financial reports and funding forecasts
- Experience with contracts
- Experience with financial management systems such as FI\$CAL

Supervision Exercised Over Others**ADA Notice**

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This position does not supervise but may act as a team leader or project lead.

Public and Internal Contacts

The incumbent will have regular contact with all levels of staff at the Authority and consultants. It is critical that the employee in this position be able to deal tactfully with all levels of management resulting in a positive image.

Responsibility for Decisions and Consequence of Error

Errors may have a significant impact on the internal and external operations of the Authority. Successful performance of the above-listed duties is essential errors and inconsistencies in reporting will result in inaccuracy in both public documents and Federal reporting. Inaccuracies in reporting can lead to rejections of reports, required resubmission of reports, and even rejection of funding and legal action towards High-Speed Rail Authority. This position is critical to secure and preserve funding for the high-speed rail project by proper reporting to the California State Legislature, the FRA, and the Department of Finance. The incumbent is responsible for performing complex technical budget work, analysis, and recommendations for program monthly budget adjustments and change orders, and monthly spending and accruals.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

- a. Schedule: A set schedule of Monday-Friday, 8:00am-5:00pm is required for this position.
- b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
- c. Travel: Position does not require travel.
- d. Other: N/A

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Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the incumbent named above.

Supervisor Printed Name:	Signature:	Date:
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