



DUTY STATEMENT

POSITION INFORMATION

Classification Title	Analyst II
Position Number	415-001-5393-903
CB Identifier	R01
Working Title	Budget Analyst
Division / Unit	Administrative Services/Budget
Incumbent Name	Vacant
Working Location	Auburn, CA
Supervisor/Manager	Amy Nelson, Budget Officer & Administrative Services Manager
Tenure	Permanent Full-time
Effective Date	
Conflict of Interest Filing (Form 700) required for this position.	No

All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.

GENERAL DESCRIPTION

The reporting location for the Analyst II position is at the Sierra Nevada Conservancy (SNC) Headquarters Office located in Auburn, CA. Working under direction of the Budget Officer & Administrative Services Manager (BOASM), the Analyst II serves as a Budget Analyst and completes budget activities and provides budget management and development, cost allocation, fiscal forecasts, and analysis of various reports to support management in improving operational efficiency and effectiveness in the Department's Administrative Services Division. Occasional travel may be required.

JOB FUNCTIONS

(E=Essential / M=Marginal Functions)

40% (E) – Budget Development

Provides analytical and consultative services for SNC regarding its budget, helping manage all funds used by SNC and communicating regularly with Department of Finance (DOF).

- Prepares the annual budget including maintenance, monitoring, and problem resolution.
- Ensures that SNC is in compliance with applicable budget letters, executive orders, and agency directives.
- Carries out budget development activities including Governor's Budget preparation, which includes past-year expenditure drill and control section adjustments, in addition to other appropriation adjustments for SNC.



- Creates and uploads budget information for budget change proposals (BCPs) and Spring Finance Letters (SFLs) and other baseline budget adjustments (BBAs) into Hyperion.
- Provides technical advice and consultative services to management and appropriate staff on all budget matters, BCPs and SFLs, support and local assistance appropriations, including final encumbrance and liquidation dates, and Federal Trust Fund (FTF) and reimbursement authority levels. Prepares responses to DOF and Legislative Analyst's Office (LAO) inquiries regarding BCPs/SFLs. Drafts BCPs and technical requests.
- Prepares SNC's Schedule 7A (Salaries and Wages Supplement to the Governor's Budget,) Schedule 8, and other support schedules as needed for the Governor's Budget.
- Monitors Personal Services and Operating Expenses and Equipment expenditures and encumbrances. Reviews and approves purchase orders in FI\$Cal, resolves encumbrance issues, identifying problems and proposing solutions, as necessary.
- Reconciles FI\$Cal reports with SNC internal tracking systems.
- Projects permanent and temporary employee salaries and actual expenditures, runs queries for expenditures, and reconciles the monthly FI\$Cal labor report with SNC internal tracking.
- Prepares and responds to budget drills and audits.
- Assists with year-end reporting and accruals.
- Responds to DOF budget inquiries and requests.

25% (E) – Fiscal Forecasts

Prepares various types of fiscal forecasts, including current year and 10-year projections to support SNC's ongoing core workload, year-end analysis of the budget, and fund balances prior to the close of the fiscal year.

- Analyzes expenditures and advises management of projected expenditures vs. budgeted resources using FI\$Cal data and SNC's internal tracking systems.
- Forecasts expenditures and potential deficiencies in various budget line items.
- Performs fiscal forecasting of various policy changes affecting departmental expenditures and budgets that require changes in procedures, reporting and tracking systems.
- Performs cash management forecasting, tracking, and reconciliation using FI\$Cal and SNC internal tracking systems.
- Estimates distribution of projected indirect costs to be received with reimbursements.

15% (E) – Research and Reports

Completes research on various budget issues; prepares reports and develops new processes and procedures; researches resource utilization trends, potential savings and current budget issues. Develops and prepares required internal and external budget reports to management and to the SNC Board, and SNC annual reports and bond fund cash flow reports. Coordinates annual project submissions, participates in project discussions; and tracks, reports and implements project decisions that impact the budget.



15% (E) – Bonds and Grants Support

Tracks funding for bond funds (Prop 68, Prop 4, Prop 1, and Prop 84), reimbursements, and FTF. Performs monthly reconciliations utilizing internal SNC reporting system, FI\$Cal PeopleSoft reports, and SCO/FI\$Cal cash reports. Reviews grant agreements for budget issues before finalization. Reviews bond allocation balance reports and affordability charts for updates and accuracy. Participates in meetings with the statewide bond office(s). Projects cash needs for support expenditures.

5% (M) - Miscellaneous Activities

Maintains current knowledge of programmatic goals, objectives, and trends, and recommends appropriate actions and mechanisms to achieve them. Attends meetings and training as required, reviews staff reports and maintains content of assigned web pages. Plans, organizes, and develops training, reports and presentations for management and peers on various aspects of budgeting.

Responds to general calls and emails, attends and presents at staff meetings, attends various control agency meetings, complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans), participates in required trainings.

SUPERVISION RECEIVED

The Analyst II is supervised by the Budget Officer & Administrative Services Manager, but may receive assignments from other members of the Management team.

SUPERVISION EXERCISED

None.

ATTENDANCE

Regular and consistent attendance is critical to the successful performance of this position due to the workload and time-sensitive nature of the work. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs as is determined at SNC's sole discretion.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (from class specifications)

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, 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, coordinate the work of others, act as a team leader, and appear before legislative or other committees.

OTHER INFORMATION

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution;



manage time and resources effectively; have the ability to act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs.

WORK ENVIRONMENT

The duties of this position are performed indoors in a modern office environment. The incumbent’s workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Occasional lifting, carrying, and/or moving up to 10 pounds may be required.

TELEWORK ELIGIBILITY AND EXPECTATIONS

This position is eligible for telework, unless otherwise noted by duty. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT

All SNC employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.

Duties of this position are subject to change and may be revised as needed or required.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor/manager. If unsure of a need for a reasonable accommodation, inform the hiring supervisor/manager, who will discuss your concerns with Human Resources.)

Employee Printed Name _____

Employee Signature _____

SUPERVISOR ACKNOWLEDGEMENT

I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.



Supervisor Printed Name Amy Nelson

Supervisor Signature _____