

DUTY STATEMENT

BRANCH Enterprise Operations Services		POSITION NUMBER (Agency – Unit – Class – Serial) 368-303-5402-001			<input type="checkbox"/> CURRENT <input checked="" type="checkbox"/> PROPOSED	
SECTION ADMINISTRATIVE SERVICES		CLASSIFICATION TITLE Analyst III				
PROGRAM BUDGET OFFICE		WORKING TITLE Budget Analyst				
REGIONAL HUB Sacramento		COI Yes	WWG 2	CBID R01	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Choose an item.	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				
PRIMARY DOMAIN (IT positions only)	N/A					

AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI's budget programs include Enterprise Operations, State Planning and Policy Development, and Strategic Growth Council. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs and a positive attitude. LCI fosters a commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Within Enterprise Operation Services, the Budget Office provides control and direction for budgeting, financial reporting, policies, and forecasting. The Budget Office manages and coordinates the funding authority for the administration of all LCI budgetary programs and provides the maintenance and support for financial information management systems to assist LCI in improving operational efficiency and effectiveness.

Under the general direction of the Manager II (Budget Officer), the Analyst III (Budget Analyst) independently performs the more responsible, varied, and complex duties related to budget management and development, fiscal forecasts, and various financial reports. The incumbent serves as a resource for departmental staff on required budgetary actions.

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% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use addition sheet if necessary)</i>
100%	ESSENTIAL FUNCTIONS
30%	<p>Baseline Budget Development</p> <ul style="list-style-type: none"> • Develop and reconcile baseline budget documents, technical spreadsheets, galleys, and schedules using established tracking tools. • Prepare Budget Change Concepts (BCCs), Budget Change Proposals (BCPs), and fiscal detail sheets with accurate program, fund, and position information. • Create and upload budget information into Hyperion, including BBAs, RTLs, Budget Revisions, and BCP templates. • Track federal and reimbursement authority; prepare budget revisions and coordinate required notifications with the Department of Finance. • Support development and reconciliation of the Governor's Budget, including DOF drills, schedules, and FI\$Cal/Hyperion alignment. • Prepare technical adjustment documents such as executive order requests, SCO memos, and trailer bill or budget bill language.
30%	<p>Fiscal Reporting and Forecasting</p> <ul style="list-style-type: none"> • Monitor monthly expenditures, develop projections, identify variances, and recommend budget adjustments. • Prepare and deliver regular fiscal reports and provide consultation to programs regarding budget issues and BCP development. • Use Hyperion, PeopleSoft, and FI\$Cal to run financial management reports and analyze program and fiscal data. • Maintain position tracking tools and required budget documentation in collaboration with Human Resources and management. • Lead FI\$Cal and Hyperion reporting, analysis, and data-mining efforts to support strategic fiscal decisions. • Evaluate and improve fiscal processes, troubleshoot personnel and accounting discrepancies, and apply quality-control measures.

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30%	<p>Expenditure Tracking and Validation</p> <ul style="list-style-type: none"> • Review monthly charging practices to ensure accurate accounting codes in contracts, purchasing, and FI\$Cal documentation. • Monitor purchases, encumbrances, contracts, and expenditure balances for compliance and accuracy. • Review and approve budget documents such as STD 213s, STD 215s, STD 607s, and FI\$Cal Purchase Orders. • Serve as the primary liaison for budget and fiscal services, addressing issues and escalating risks as needed. • Analyze funding allocations and expenditures for compliance with statutory and administrative requirements. • Update and maintain Budget Office procedures and support cross-training and risk-management efforts across administrative teams.
MARGINAL FUNCTIONS	
5%	<p>Agency Support</p> <ul style="list-style-type: none"> • Assist others in understanding and following Department policies and procedures for a wide variety of administrative related subjects and processes. Create and/or update operating procedures and manuals as necessary to keep materials current. • Serve in the pool of administrative staff resources to enhance institution work efficiencies and staff cross-training.
5%	Perform duties not listed that contribute to the job if needed.
<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Principles, practices, and trends of laws, rules, regulations, and policies including the roles of administrative functions as it relates to acquisitions such as contracting, accounting, human resources, and business services.</p> <p><i>Ability to:</i> 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 both orally and in writing; 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 or conference leader; and appear before legislative and other committees.</p>	

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DESIRABLE QUALIFICATIONS:

- Experience related to state budgeting, forecasting, accounting, and/or finance.
- Experience working effectively with Fi\$Cal database system.
- Experience in interpreting and applying contracting laws, rules, regulations, and policies.
- Computer proficiency and expertise with Microsoft Excel.
- Strong verbal and written communication skills.
- Demonstrated quality customer service skills.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move object up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with or without reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional travel up to 5% may be required.

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S STATEMENT: *I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

