

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22)

**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Budget Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-015-5157-905
UNIT NAME AND LOCATION Sacramento, CA	CLASS TITLE Analyst I
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-015-5157-905

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b>	
Under the supervision of the Supervisor I, the incumbent will conduct analysis to support the development and oversight of designated organizational budget expenditures and gain knowledge of the California state budget process. The incumbent acts in a liaison capacity between the Department's programs and the Budget Branch to ensure that program objectives are achieved consistent with state and Departmental budget policy.	

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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. (USE THE REVERSE SIDE IF NECESSARY.)</b>
35%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>Budget Development and Implementation</p> <ul style="list-style-type: none"> <li>Support the development and preparation of the Department's annual budget by fielding budget-related inquiries from management, control agencies, and the Legislature (LEG). Assist programs with budget development and implementation questions as needed. Analyze budget appropriations, authority levels, revenue projections, and expenditure forecasts, and research issues to support management in negotiating budget matters. Track the progress of budget inquiries received by the Budget Branch through the department, control agencies, and legislative review processes. Assist with implementing program budget policies, standards, and procedures by providing guidance and information to assigned programs to ensure timely and accurate budget preparation.</li> <li>Analyze and review budget change proposal concepts submitted by the Department's divisions, branches, and regions to assess accuracy, completeness, and fiscal impact. Coordinate with programs to make necessary adjustments and provide recommendations that support management and the Department of Finance (DOF) in making informed decisions aligned with the Department's goals and objectives.</li> <li>Review, interpret, and prepare projects resulting from budget letters and drills received from the DOF and the California Natural Resources Agency (CNRA). Analyze requirements, gather relevant data, and work with large data sets to prepare budget summaries, reports, and supporting documentation. Represent the Department and serve as a liaison in budget-related meetings with the Department's programs, the DOF, the CNRA, the State Controller's Office, the LEG, and other stakeholders on budget policy matters.</li> </ul>

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35%	<p>Budget Monitoring and Maintenance</p> <ul style="list-style-type: none"> <li>• Oversee the administration, maintenance, revision, and control of an assigned portion of the Department’s budget during the operating year to ensure compliance with approved budgets, state fiscal policies, and applicable laws. Administer operating budgets for assigned programs and provide guidance on best practices and tools for monitoring operating budgets versus expenditures. Review and analyze fiscal reports to ensure programs remain within allotted amounts, and work with them on operating budget adjustments or expenditure corrections as needed. Review budget-related reports, documentation, and requests to determine funding appropriateness and affordability.</li> <li>• Support the Department in monitoring the Financial Information System for California (FI\$Cal) by generating and reviewing reports to verify accurate budgetary information. Use FI\$Cal data to review, analyze, and identify problems concerning program scope, proper fiscal evaluation, and recommendations for approval on financial documents, including operating budget adjustments, agreements, personnel action requests, changes in established positions, deficiency requests, budget revisions, accounting service requests, purchase orders, and other related documents.</li> <li>• Review historical budget data and current expenditure trends using internal tracking and FI\$Cal reports to prepare accurate revenue and expenditure forecasts that help management monitor budget appropriations and comply with fund restrictions.</li> <li>• Provide guidance and technical assistance to assigned departmental programs by reporting budget-related issues, identifying potential over-expenditures, highlighting remaining budget balances, and responding to inquiries to support effective budget management and resolution of difficult funding issues.</li> </ul>
25%	<p>Fiscal Analysis</p> <ul style="list-style-type: none"> <li>• Analyze and provide recommendations on routine fiscal issues assigned to the Budget Branch, including coding and classification errors, budget over/under expenditures, expired funding, forecasting inaccuracies, reconciliation discrepancies, procurement delays, and salary and benefit adjustment concerns.</li> <li>• Assist with cash-flow and long-range fiscal planning by analyzing departmental reports and preparing summaries to ensure sufficient resources are available to meet the Department’s objectives.</li> <li>• Analyze legislative bills from the Department’s programs and review them to determine whether they are feasible as written and whether they create a fiscal impact for the department. If a bill is expected to have a fiscal impact, use branch resources and collaborate with management to estimate implementation and ongoing costs. Coordinate with program staff for any questions or clarifications and provide the final analysis back to the program.</li> <li>• Review and monitor budgetary procedures against current practices on a continuous basis to determine their adequacy in meeting the policies, standards, and objectives established by the Budget Chief.</li> </ul>
5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <ul style="list-style-type: none"> <li>• Assist in the clerical support of the Budget Branch that includes the following: assist in the preparation and distribution of budget change proposals, budget hearing binders, order</li> </ul>

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	<p>supplies, courier documents to the DOF, process monthly timekeeping, and other duties as required.</p> <p><b>WORKING CONDITIONS:</b> Ability to use a computer keyboard several hours a day. Involves sitting most of the time but involves walking or standing for brief periods. Attend meetings and hearings, work with staff statewide to complete work assignments. Work overtime to meet deadlines. Occasional travel up to 5% may be required.</p>	
<p><b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b></p>		
<p><b>PRINT SUPERVISOR'S NAME</b></p>	<p><b>SUPERVISOR'S SIGNATURE</b></p>	<p><b>DATE</b></p>
<p><b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b></p>		
<p><b>PRINT EMPLOYEE'S NAME</b></p>	<p><b>EMPLOYEE'S SIGNATURE</b></p>	<p><b>DATE</b></p>