

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.

INSTRUCTIONS: 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 Wildlife Conservation Board (WCB)	POSITION NUMBER (Agency-Unit-Class-Serial) 567-001-5393-807
UNIT NAME AND LOCATION Administrative Services, Sacramento CA	CLASS TITLE Analyst II
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 567-001-5393-807
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under direction of the Supervisor II, the Analyst II is responsible for a full range of sensitive and complex analyst activities including budget and financial reporting, invoicing, bond accountability, records management and more. This position is required to develop and maintain cooperative and harmonious working relationships with staff and other agencies; demonstrate initiative; reason logically and creatively; utilize a variety of analytic skills to resolve funding issues; analyze data and present ideas and information orally and in writing to management.	

PERCENTAGE 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. (USE THE REVERSE SIDE IF NECESSARY.)
30%	<u>ESSENTIAL FUNCTIONS:</u> Perform a variety of critical and time-sensitive budget and fiscal tasks including analyze, coordinate and track expenditures for WCB grant projects, personnel and operating expenses using a multitude of budget platforms including Financial Information System for California (FI\$Cal), Excel, Department of Finance (DOF) reporting, Project Tracker, Project Portal and other WCB internal tracking systems. Routinely reconcile with program operating budgets by expenditure type, fund source, or other criteria across multiple platforms. Ensure that funds are appropriately expended by analyzing all financial data and making recommendations to executive staff. Ensure budgeted amounts are not exceeded. Work with the Accounting Services Branch (ASB) to identify and resolve budgetary issues and correct calculation or data entry errors. Monitor, analyze and review budget timelines and financial data and create reports and spreadsheets. Update database systems with accurate financial details.
30%	Oversee and update WCB Bond Accountability efforts and expenditures via California Natural Resources Agency (CNRA) tracking system Agency Bonds Consolidated Reporting System (ABCRS). Analyze bond cash needs and coordinate monthly and semi-annual bond cash drills required for revenue forecasting, reimbursements, and cash flow projections for bond fund obligations. Communicate and interact with the State Treasurer's Office (STO), Bond Accountability Office, and other internal and external staff and control agencies to provide information, analyze, identify and request cash needs and correct calculation or project information errors. Enter project funding, description and mapping details into ABCRS with accuracy, submit projects for State Treasurers Office review in accordance with required timelines, and maintain and update bond fund information associated with all WCB development projects in ABCRS.

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PERCENTAGE 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. (USE THE REVERSE SIDE IF NECESSARY.)		
20%	Organize, monitor and maintain WCB's records retention schedule and Electronic Records Management System (ERMS) including completed grant project files and all related documents and invoices, confidential correspondence, Board meeting notes and transcripts in accordance with the Bagley-Keene Open Meeting Act and various confidential personnel documents. Serve as primary back up to the Records Management Coordinator on physical and electronic records retention compliance and reporting deadlines. Work directly with WCB grant managers in uploading completed grant files to ERMS in accordance with the Standard Operating Procedure (SOP) and consistent file naming structure. Analyze records to purge and maintain consistent structure of WCB's shared drive. Ensure consistent and regular monitoring schedule of WCB shared drive and ERMS structure. Keep strict confidentiality regarding personnel and fiscally sensitive files.		
15%	Provide guidance, advice, and technical expertise in reviewing and developing administrative policies and procedures relating to fiscal services and budget tracking. Develop budgetary protocols for coordination with other State and federal agencies. Develop SOPs and desk manuals. Help maintain WCB's Administrative Services internal informational SharePoint site. Prepare and make presentations on budget and related financial matters to executive staff. Represent WCB at various budget and program meetings		
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Perform other duties as assigned. Work on special projects as needed in support of the WCB. Conduct technical or administrative research, develop ad-hoc reports, attend job-related meetings and training as required. WORKING CONDITIONS: Open spaced partitioned office with artificial lighting. Ability to use a computer/keyboard up to 8 hours per day. Involves sitting for majority of the day and involves walking or standing for brief periods.		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
PRINT SUPERVISOR'S NAME	<table border="1"> <tr> <td data-bbox="901 1297 1373 1398">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1373 1297 1520 1398">DATE</td> </tr> </table>	SUPERVISOR'S SIGNATURE	DATE
SUPERVISOR'S SIGNATURE	DATE		
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.			
PRINT EMPLOYEE'S NAME	<table border="1"> <tr> <td data-bbox="901 1524 1373 1617">EMPLOYEE'S SIGNATURE</td> <td data-bbox="1373 1524 1520 1617">DATE</td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE
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