



DUTY STATEMENT

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Analyst I				Analyst I	
BRANCH					
Operations & Administration					
DIVISION				OFFICE	
School Fiscal Services				Information Services Unit B	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R01	2	2058	174-260-5157-878	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under supervision of the Supervisor I in the Information Services Unit (ISU) B of the Financial Accountability and Information Services (FAIS) Office, and working cooperatively with California Local Educational Agencies (LEAs), Technology Services Division (TSD) staff, ISU A and the Fiscal Oversight & Support (FOS) Office, the Analyst I is part of a team that independently and collaboratively provides analytical and technical support for the School Employees Salary and Benefits Data Collection (C-90). ISU B is responsible for maintaining the C-90 application and ensuring data integrity for state reporting on school employee compensation. ISU B collaborates with FAIS and FOS in supporting the LEAs in all areas related to budgeting, accounting and reporting financial information using complex data systems; and, monitor the fiscal solvency of the LEAs under the oversight of the California Department of Education (CDE).					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The Supervisor I, however, direction and assignments may also come from the Supervisor I of ISU A and the Education Fiscal Services Administrators of the FAIS and FOS Offices.					
SUPERVISORY RESPONSIBILITIES					
The incumbent does not exercise supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
May require sitting for long periods of time while using a personal computer, reviewing documents, and testing applications. The work environment may be fast-paced and very detailed. At times, the work may be deadline driven. The position requires flexibility.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed

As part of the C-90 team and under supervision, review LEA data submissions to identify discrepancies or missing elements in accordance with data validation procedures. Collaborate with the LEAs through email to complete missing data elements while complying with data collection deadlines and priorities. Analyze submitted data for completeness and compliance with statutory requirements. Compile the completed and validated data for posting to the CDE website and preparation of legislative reports. Make recommendations to improve data integrity and minimize rework.

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Monitor the applicable email inboxes to provide timely resolution of issues and assistance to the LEAs. With guidance, respond to LEA inquiries regarding C-90 reporting via email and phone. Serve as a technical liaison between ISU B and TSD. Participate in trainings, webinars, and meetings to support clear communication with LEAs and other stakeholders.

Relative % of Time Required: ☒ Essential Function ☐ Non-Essential Function

Duties Performed

Develop and maintain user guides, answers to frequently asked questions, and presentation materials to provide guidance to LEAs on C-90 reporting requirements. Draft and edit correspondence, user manuals, and website postings for financial reporting and fiscal solvency guidance issued by FAIS and FOS to ensure clarity and compliance with accessibility standards and departmental style.

Relative % of Time Required: 20	☒ Essential Function	☐ Non-Essential Function
Duties Performed Test and troubleshoot data collection and reporting applications, and report findings to developers. Document system operations and procedures. Participate in annual system updates, including requirement revisions and testing activities. Collaborate with ISU A to participate in testing new and modified existing data collection applications to ensure financial accountability tools and instructions are clear and easy to use.		

Relative % of Time Required: 10	☐ Essential Function	☒ Non-Essential Function
Duties Performed Participate in staff meetings; keep the supervisor informed of project status and issues; participate in conference planning activities; assist other staff with critical projects as needed; perform other job related duties as required.		

Relative % of Time Required:	☐ Essential Function	☐ Non-Essential Function
Duties Performed		

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Ability to: Effectively research and interpret laws, regulations, policies, and data. Excellent written and oral communication skills, and the ability to positively interact with a wide range of people. Basic understanding of data processing systems, computer software programs and tools, electronic transmission of data, and communications systems. Adeptness to divide attention amongst multiple assignments and time-sensitive projects and meet deadlines. Strong proficiency in Microsoft Office Suite, including Word and Excel. A self-starter, flexible, have a positive attitude, and excellent attendance.

PERSONAL CONTACTS

Contacts with all levels of departmental employees including Directors, Managers, Supervisors, local educational agencies, and other government agencies such as the Department of Finance, State Controller's Office, and the general public.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor