

DUTY STATEMENT

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

☐ **CURRENT****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) 567-001-5393-808
UNIT NAME AND LOCATION Administrative Services Unit, Sacramento CA	CLASS TITLE Analyst II
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 567-001-5393-808

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Supervisor I, the Analyst II performs a broad range of complex analytical tasks including fiscal review, auditing, internal processing, and reconciliation of all the Wildlife Conservation Board (WCB) capital outlay and local assistance project invoices including state and federally funded projects over several tracking platforms. Analyzes and recommends improvements to administrative procedures, updates procedures manuals, and performs a variety of business services functions including facilities coordination, contracting, telecom administration and procurement.
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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.)
35%	<u>ESSENTIAL FUNCTIONS:</u> Review and analyze grant invoices for accuracy and package completeness, including all invoice back-up documentation, budget line items, budget shifts, augmentations, funding allocations, and fund balances. Identify discrepancies and work directly with WCB project managers to recommend corrective actions. Monitor, analyze, and maintain fiscally sensitive records within WCB's Project Tracker database, including invoice folders, invoice logs, budget logs and bond fund expenditure worksheets. Advise project managers on Accounting Service Branch (ASB) fiscal year deadlines, processing timelines, and available expedite delivery options to mitigate delays and ensure timely payment to grantees. Analyze available funding, fund reversion dates, and budget allocations to ensure funding is appropriately used and that budgeted amounts do not exceed available funding when creating invoice vouchers in the Financial Information System for California (FI\$Cal) and recommend corrective action to project managers and ASB staff prior to processing payments. Track claim schedules, escrow disbursements, and expedited warrant and overnight delivery requests. Complete monthly Department of General Services (DGS) invoice reconciliation, prepare and submit journal spreadsheets to ASB, and complete California Department of Fish and Wildlife (CDFW) Form 534, Expenditure Correction Requests, to correct customer account number discrepancies.
25%	Create, amend, dispatch, disencumber, and close-out purchase orders in FI\$Cal for WCB agreements including but not limited to grants, interagency agreements and service contracts. Reconcile purchase order expenditures and encumbrances in FI\$Cal by verifying balances, identifying discrepancies, and coordinate with budget analysts and project managers to recommend and implement corrective actions. Prepare fund certification forms for grant agreements by assigning and tracking project agreement numbers, verifying the correct funding source and allocated amounts match Project Tracker and submit payee data record forms to ASB to set up FI\$Cal ids for new suppliers.

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20%	Analyze and review contract request packages to ensure conformance and compliance with department guidelines and policies, the State Contracting Manual (SCM) Volumes 1-3 and FI\$Cal. Prepare contracts using various contracting methods, including Invitations for Bids, Non-Competitive Bids, Requests for Proposals, and Requests for Qualifications, ensuring consistency and compliance with statutory, regulatory, and policy requirements. Prepare and publish contracting advertisements and draft agreements, receive and review bids, qualifications, proposals, and provide recommendations for contract awards. Review and analyze new policies, procedures, contract template revisions, and communicate applicable changes to project managers.		
15%	Perform various business services functions, including obtaining and tracking employee building security badges, information technology (IT) equipment and other employee issued property. Work cooperatively with the CDFW IT unit to submit IT procurement request packages. Attend procurement trainings, meetings, and review Business Management Branch (BMB) memos to acquire and maintain knowledge of CDFW procurement policies, procedures, and limitations, and provide recommendations to the Supervisor I regarding appropriate purchasing methods. Serve as the WCB's Agency Telecommunications Representative (ATR), coordinating mobile device procurement requests and conducting monthly review, analysis, and payment processing for WCB's cellular carrier account.		
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, and attend other job-related meetings and training as required. WORKING CONDITIONS: Open spaced partitioned office with artificial lighting. Ability to use a computer keyboard for up to 8 hours per day involves sitting most of the time but may involve 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="891 1251 1375 1350">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1375 1251 1533 1350">DATE</td> </tr> </table>	SUPERVISOR'S SIGNATURE	DATE
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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="891 1476 1375 1570">EMPLOYEE'S SIGNATURE</td> <td data-bbox="1375 1476 1533 1570">DATE</td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE
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