

**DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
BUDGET OFFICE
DUTY STATEMENT**

NAME OF EMPLOYEE:

POSITION NUMBER: 420-022-5393-017

JOB TITLE: Analyst II

STATEMENT OF DUTIES: Under the general direction of a Budget Manager (Supervisor II) or the Budget Officer, the Analyst II will be responsible for a variety of the more sensitive, complex and highly technical budget planning and analysis work in the Budget Office. Incumbent will also serve as a project leader, as necessary.

SUPERVISION RECEIVED: Reports directly to the Budget Manager.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: Sedentary. Ability to sit or stand (sit/stand desk in the office) and maintain an appropriate workstation at a remote site, type, rotate, and work at a computer workstation up to 8 hours daily to complete assignments. Occasional overtime during heavy workload periods related to budget activity throughout the year.

ESSENTIAL FUNCTIONS:

- 50%** Acts as a budget coordinator for one or more divisions, responsible for tracking operating revenues and expenditures in order to monitor and analyze emerging budgetary trends or patterns; responsible for analyzing a variety of accounting data to assist in the application of financial information in order to resolve various management issues. Interacts and consults with program management or staff on a variety of issues relevant to the operations of the assigned division. Advises upper management on emerging trends and offers recommendations to resolve issues, as needed.
 - 25%** Participates in the preparation and on-going administration of the Department's Annual Budget. This function includes, but is not limited to, preparation of cost projections, analysis and review of Budget Change Proposals, preparation of technical budget documents including Budget Revisions and Section Letters; position control tracking and analysis; and responding to requests for information by the Legislature, Legislative Analyst's Office, and control agencies.
 - 15%** Analyze pending legislation to identify fiscal impact on assigned program area. Provides cost analysis and written analysis as needed. This includes working directly with the legislative unit and program staff to identify and resolve discrepancies or issues.
 - 10%** Prepares issue papers and memos on related subjects as specified by management or as needed to advise management of current and upcoming budgetary issues.
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I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Employee Print Name Date

Supervisor Print Name Date

Employee's Signature Date

Supervisor's Signature Date

**DUTY STATEMENT
DEPARTMENT OF JUSTICE
DIVISION OF ADMINISTRATIVE SERVICES
BUDGET OFFICE**

NAME OF EMPLOYEE:

POSITION NUMBER: 420-022-5157-xxx

JOB TITLE: Analyst I

STATEMENT OF DUTIES: Under the direct supervision of a Budget Manager (Supervisor II) or the Budget Officer, the Analyst I assist with technical budget planning, budget development, and fiscal research activities within the Budget Office.

SUPERVISION RECEIVED: Reports directly to the Budget Manager.

SUPERVISION EXERCISED: None.

TYPICAL WORKING CONDITIONS: Sedentary. Ability to sit, type, rotate, and work at a computer workstation for up to 8 hours daily to complete assignments. Occasional overtime during heavy workload periods related to budget activity throughout the year.

ESSENTIAL FUNCTIONS

- 50%** Under supervision, assist in the monitoring of a division's program budget. This includes tracking operating revenues and expenditures in order to monitor, forecast, and analyze emerging budgetary trends or patterns; analyzing a variety of accounting and budgetary data in order to provide information to help resolve various program issues; coordinates with program staff and stakeholders under supervision, including program management and staff to track a variety of program issues; performs research and analysis of laws, regulations, policies, procedures, and budget guidance; and assists in developing recommendations and solutions to budget-related issues.
- 25%** Assists in the preparation and ongoing administration of the Department's annual budget. This function includes, but is not limited to, assisting in the: preparation of cost projections, analysis and review of Budget Change Proposals, preparation of technical budget documents including Budget Revisions and Section Letters; conducting research and analysis and drafting recommendations related to assigned budget issues; and assists in responding to requests for information by the Legislature, Legislative Analyst's Office, and control agencies.
- 15%** Reviews and analyzes pending legislation to identify fiscal and programmatic impacts on assigned program areas and assists in developing recommendations regarding potential budgetary and operational impacts. Assist in developing cost and written analyses as needed, including recommendations regarding potential budgetary and operational impacts.
- 5%** Prepares issue papers and memos on related subjects as specified by management or as needed to advise management of current and upcoming budgetary issues and provide recommendations.

MARGINAL FUNCTIONS

5% Performs miscellaneous duties such as assisting with special projects, maintaining records, coordinating meetings, preparing informational materials, and other related assignments as required.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

☐

I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.

☐

I am able to complete the essential functions and typical physical demands of the job but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.

☐

I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.

☐

I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job and will discuss the functional limitations I have with my supervisor.

Employee Print Name

Date

Supervisor Print Name

Date

Employee's Signature

Date

Supervisor's Signature

Date