

State of California - Department of Social Services

DUTY STATEMENT

EMPLOYEE NAME:

VACANT

CLASSIFICATION:

Analyst II

POSITION NUMBER:

800-908-5393-740DIVISION/BRANCH/REGION: *(UNDERLINE ALL THAT APPLY)***Adult Programs Division / FABPB**BUREAU/SECTION/UNIT: *(UNDERLINE ALL THAT APPLY)***Fiscal & Administrative Bureau / Fiscal & Audits Unit**

SUPERVISOR'S NAME:

Marcos Beltran-Sanchez

SUPERVISOR'S CLASS:

Supervisor I**SPECIAL REQUIREMENTS OF POSITION** *(CHECK ALL THAT APPLY):*

- ☐ Designated under Conflict of Interest Code.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Performs other duties requiring high physical demand. *(Explain below)*
- ☒ None
- ☐ Other *(Explain below)*

I certify that this duty statement represents an accurate description of the essential functions of this position.

I have read this duty statement and agree that it represents the duties I am assigned.

SUPERVISOR'S SIGNATURE

DATE

EMPLOYEE'S SIGNATURE

DATE

SUPERVISION EXERCISED *(Check one):*

- ☒ None ☐ Supervisor ☐ Lead Person ☐ Team Leader

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises.

Total number of positions for which this position is responsible:

FOR LEADPERSONS OR TEAM LEADERS ONLY: Indicate the number of positions by classification that this position LEADS.**MISSION OF ORGANIZATIONAL UNIT:**

The Fiscal and Audits Unit is committed to providing service to all In-Home Supportive Services (IHSS), Supplemental Security Income and State Supplementary Payment (SSI/SSP), and Adult Protective Services (APS) communities. This unit provides financial oversight for budget needs within the Adult Programs Division (APD) of the California Department of Social Services (CDSS).

CONCEPT OF POSITION:

Under the direction of the Supervisor I, the Analyst II performs complex analytical work related to the review and approval of budget and program related APD documents such as: Budget Change Proposals (BCPs) and Spring Finance Letters (SFLs); premise concepts and questions; reports and presentations related to legislative hearings; and monthly expenditure trackers. The Analyst II also prepares responses to questions from various stakeholders throughout the state budget process and is expected to be able to perform these duties independently or with minimal direction. In addition, it is desirable for the Analyst II to have strong research and data analysis skills for the compilation and analysis of data used in the development of fiscal estimates affecting Adult Programs.

A. RESPONSIBILITIES OF POSITION:

20% Act as the coordinator in charge of the Governor's Budget and May Revision Budget Development Question (BDQ) response submission process for APD. This activity includes acting as the lead point of contact with CDSS Finance and Accounting Division to receive, review, and disseminate the questions to appropriate staff. It also includes providing assistance with the questions; coordinating with other divisions, offices, and departments; and researching various documents or legislation for needed information.

20% Act as the lead analyst in charge of researching and gathering information for BCPs and SFLs for all activities related to APD. Research may include but is not limited to; contacting other divisions, offices, and departments and researching various documents or legislation for the needed information. Use the gathered information to prepare the BCPs and SFLs for APD management review. Create and maintain a progress log establishing work plans and timelines in order to provide APD management with weekly updates and completed staff work.

20% Act as the lead analyst in charge of researching and gathering information for the Governor's Budget and May Revise premise concepts for all activities related to APD. Research may include but is not limited to; contacting other divisions, offices, and departments for needed information and researching various documents or legislation. Use the gathered information to prepare the premise concepts for APD management review.

15% Act as the lead analyst in charge of preparing monthly APD Budget tracking worksheets for management review. This includes being the lead point of contact with Accounting and Budgets for annual projections, allotments, and monthly tracking for the Division's budget. Coordinate and facilitate meetings related to budget inquiries.

10% Lead discussions with APD staff and management to discuss budgetary and fiscal policy issues, recommendations, and resolutions related to Adult programs. Prepare/review County Fiscal Letters (CFLs), All-County Letters (ACLs), All County Information Notices (ACINs). Prepare responses to fiscal/policy questions from stakeholders such as the Department of Finance, the Legislative Analyst's Office, the County Welfare Directors Association, the California Association of Public Authorities, and others.

10% Act as the lead analyst in charge of monitoring and maintaining the Fiscal and Audits Unit shared email inbox, network folders, and OneNote notebook. This activity includes organizing emails, important documents/files, and meeting notes. It also includes preparing draft responses to email requests and preparing documents to be uploaded onto the public CDSS website by reviewing them for accessibility.

5% Other duties as assigned related to the Fiscal and Audits Unit.

B. SUPERVISION RECEIVED:

C. ADMINISTRATIVE RESPONSIBILITY:

None.

D. PERSONAL CONTACTS:

The Analyst II will have contact with various state departments, departmental employees, representatives from county governmental agencies, and legal staff.

E. ACTIONS AND CONSEQUENCES:

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the department, or information being released to unauthorized persons in violation of State and Federal law and/or the deprivation of rights and services to IHSS clients and their providers.

F. OTHER INFORMATION:

The Analyst II must have excellent writing and oral communication skills, good computer skills (including proficiency with Microsoft Office applications such as Word, Excel, PowerPoint, and SharePoint), good interpersonal communication skills; and is expected to be able to handle multiple tasks and work well under pressure. The Analyst II is expected to be able to work both individually and in a team setting, and is expected to behave in a professional manner that promotes collaboration and respect with coworkers and/or external stakeholders. The Analyst II is required to utilize initiative and resourcefulness in completing assignment and may be required to act as a lead analyst and/or act for the Unit Manager in his/her absence.

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CONCEPT OF POSITION:

Under the direction of the Supervisor I, the Analyst I will assist with all analytical work related to the review and approval of budget and program related APD documents such as: Budget Change Proposals (BCPs) and Spring Finance Letters (SFLs); premise concepts and questions; reports and presentations related to legislative hearings; and monthly expenditure trackers. The Analyst I also assists in preparing responses to questions from various stakeholders throughout the state budget process. In addition, it is desirable for the Analyst I to have basic research and data analysis skills for the compilation and analysis of data used in the development of fiscal estimates affecting Adult Programs.

A. RESPONSIBILITIES OF POSITION:

20% Assist the Supervisor I with the Governor's Budget and May Revision Budget Development Question (BDQ) response submission process for APD. This activity includes working with CDSS Finance and Accounting Division to help receive, review, and disseminate the questions to appropriate staff. It also includes providing assistance with responding to the questions; coordinating with other divisions, offices, and departments; and researching various documents or legislation for needed information.

20% Assist in researching and gathering information for BCPs and SFLs for all activities related to APD. Research may include but is not limited to; contacting other divisions, offices, and departments and researching various documents or legislation. Use the gathered information to help prepare the BCPs and SFLs for APD management review. Create and maintain a progress log establishing work plans and timelines in order to provide APD management with weekly updates and completed staff work.

20% Assist in researching and gathering information for the Governor's Budget and May Revise premise concepts for all activities related to APD. Research may include but is not limited to; contacting other divisions, offices, and departments for needed information and researching various documents or legislation. Use the gathered information to help prepare the premise concepts for APD management review.

15% Assist in preparing monthly APD Budget tracking worksheets for management review. This includes working with Accounting and Budgets for annual projections, allotments, and monthly tracking for the Division's budget. Help coordinate and facilitate meetings related to budget inquiries.

10% Attend and participate in meetings in which APD staff and management discuss budgetary and fiscal policy issues, recommendations, and resolutions related to Adult programs. Prepare/review County Fiscal Letters (CFLs), All-County Letters (ACLs), All County Information Notices (ACINs). Assist in preparing responses to fiscal/policy questions from stakeholders such as the Department of Finance, the Legislative Analyst's Office, the County Welfare Directors Association, the California Association of Public Authorities, and others.

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