

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

NAME:

POSITION NUMBER: 420-022-5401-901

JOB TITLE: Analyst III

STATEMENT OF DUTIES: Under the general direction of the Budget Officer, the Analyst III independently performs and coordinates highly complex technical fiscal activities related to the development, preparation, justification, and administration of the Annual Budget of the Department of Justice. This includes the preparation of complex fiscal analyses and lead technical responsibility for special projects, as requested by the Executive Office. The incumbent functions as a highly skilled technical analyst responsible for independently resolving complex fiscal issues that have Department-wide budgetary and policy implications, including, but not limited to the migration effort to Fi\$Cal.

SUPERVISION RECEIVED: Reports directly to the Budget Officer.

SUPERVISION EXERCISED: None.

TYPICAL PHYSICAL DEMANDS: Ability to sit, type, rotate, and work in a computer workstation. Ability to bend, lift up to 25 pounds, and stand and file for short periods of time.

TYPICAL WORKING CONDITIONS: This position offers a hybrid schedule, i.e., combined remote and in-office work schedules. While teleworking, the employee must maintain safe working conditions at the approved alternate location and abide by the Department's Ergonomic Program Guidelines. The employee agrees to maintain a distraction-free remote work environment and is responsible for all employee-owned equipment, including but not limited to internet bandwidth to perform all work.

ESSENTIAL FUNCTIONS

50% Serves as a Technical Budget Specialist in the preparation and administration of the Department of Justice's annual budget, providing advanced fiscal analysis, strategic budget development, and independent consultation to Executive Office leadership on complex departmental budgetary issues. This includes leading the development, analysis and implementation of the annual Governor's Budget and ongoing budget modifications, conducting complex fiscal analyses and projections, and developing recommendations and presenting fiscal information and policy options for program management and Executive Office management. Coordinates with and responds directly to external stakeholders including the U.S. Department of Justice, the U.S. Department of Health and Human Services, State Department of General Services, State Controller's Office, the Department of Finance, Legislative Analyst's Office, and Executive leadership.

The Specialist independently monitors, analyzes, evaluates and advises on departmental and divisional resources and budget augmentations across all divisions, unit codes, object codes, and fund sources, identifying fiscal risks, funding constraints, expenditure trends, and strategic solutions to support executive decision-making, and prepares fiscal reports, analyses, and recommendations utilized in executive decision-making and external inquiries.

Ensures that expenditures for assigned programs are in compliance with their allotted budget, independently develops and implements corrective fiscal strategies to address complex budgetary issues, reconciles funding and expenditure discrepancies, and recommends solutions to maintain fiscal integrity and operational effectiveness, and oversees implementation of necessary budgetary adjustments.

Serves as the department's primary fiscal consultant for assigned program areas, independently coordinating with the Department of Finance and other control agencies to develop, negotiate, and implement budgetary solutions and funding adjustments on behalf of the Department.

Provides technical guidance and consultation to Budget Office staff, program staff, and management on complex budgetary issues, fiscal policies, and budget administration processes. Develops recommendations to resolve complex fiscal and budget problems, implements approved solutions, and supports Department-wide budget strategy and decision-making. Coordinates, supports, and facilitates the development and implementation of Budget Office fiscal policies, procedures, and best practices. Develops and delivers budget-related training and technical assistance to Budget Office staff and program staff regarding budget processes, fiscal controls, and budget augmentation tools.

- 30%** Researches, fact checks and analyzes complex fiscal and budget problems across multiple cross-cutting databases and software programs and recommends solutions to identified problems, developing technical analyses and implementation options to support management decision-making and budget administration.

Independently maintains and implements the Department's appropriations and augmentations, including the complex management of significant limited term and one-time resources and position controls.

Independently evaluates the fiscal and operational impacts of proposed budgetary actions, identifies funding alternatives, and prepares fiscal analyses and implementation recommendations for management consideration. Conducts complex fiscal research and analysis involving multiple funding sources, appropriations, and budget authorities to support Department-wide budget administration and resource management decisions.

Independently develops, prepares, and implements budget augmentation actions including Provisional budget augmentations, Section requests, Transfers of Budget Allotments, and various other budget augmentations.

Analyzes and reconciles complex budgetary transactions, appropriation balances, position authority, and expenditure data to ensure accurate administration of departmental budget resources. Serves as a technical resource on budget augmentation actions, appropriation controls, and fiscal administration requirements.

- 15%** Performs special projects as requested by the Executive Office, including but not limited to: independently analyzes and determines appropriate responsive information to prepare and provide in response to public and Legislative fiscal inquiries, often regarding publicly sensitive Departmental initiatives, which are used by the Attorney General in briefings, public statements, and Public Records Act requests. Independently leads technical departmental projects, including complex fiscal calculations for use in external bargaining unit contract negotiations.

- 5%** Collaborates and represents the fiscal position of the Department of Justice and the Attorney General with the Department of Finance, the Legislative Analyst's Office, and the Legislature. Directly contributes to the development of Departmental fiscal policies.

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's Signature Date

Supervisor's Signature Date