

DUTY STATEMENT

ASD 046 (REV. 03/2024)

Type of Duty Statement:	Current & Proposed	Revision Date:	01/01/2026
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1. Position Information			
A. Employee Name:			
B. Position Number:	C. CBID:	D. WWG:	E. Effective Date:
817-621-5157-701	R01	2	
F. Classification Title:		G. Working Title:	
Analyst I		Fiscal Administrative Analyst	
H. Division:	I. Branch/Section/Unit:		
Administrative Services	Financial Services/ LCSA Fiscal & Admin Support		
2. POSITION REQUIREMENTS			
Special Requirement: Check All that Apply			
☐ Bilingual Fluency (Non-English Language) - Specify Below ☒ Background Check Requirements ☐ Other - Specify Below			
A. Special Requirements Description, as applicable:			
N/A			
B. Conflict of Interest Required (Gov. Code 87300, et seq.)? ☐ Yes ☒ No			
This position is designated under the Conflict-of-Interest Code. This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.			
3. SUPERVISION			
A. Supervision Received:			
The incumbent reports directly to the Supervisor I over the LCSA Fiscal & Administrative Support Section.			

4. DUTIES AND RESPONSIBILITIES OF THE POSITION

CONDUCT, ATTENDANCE AND PERFORMANCE EXPECTATIONS

This position requires the incumbent conduct oneself in accordance with the Department of Child Support Services leadership practices and principles, maintain consistent and regular attendance; communicate effectively and professionally (both orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to all departmental policies and procedures.

GENERAL STATEMENT

Under supervision of the Supervisor I over the LCSA Fiscal & Administrative Support Section, the Analyst I is the first journey level analyst and performs work of average difficulty. The Analyst I is responsible for a wide variety of consultative and analytical assignments relating to the development and monitoring of Child Support Program administrative and Electronic Data Processing (EDP) budget allocations totaling \$807 million, for 49 local child support agencies (LCSAs) in the LCSA Fiscal & Administrative Support Section, Financial Services Branch, within the Administrative Services Division.

A. Percentage of Time Performing Duties

B. An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100%. (No duties less than 5%).

ESSENTIAL FUNCTIONS

IT Domain:

Check All That Apply

FOR INFORMATION TECHNOLOGY (IT) CLASSIFICATIONS ONLY

☐ Business Technology Mgmt.

☐ Software Engineering

☐ IT Project Mgmt.

☐ System Engineering

☐ Information Security

☐ Client Services

40 %

Assist with the preparation of the local assistance estimate for the department's Local Child Support Agencies (LCSAs) as part of the Governor's Budget and May revision for submission to the California Health and Human Services Agency, the Department of Finance, the Legislative Analyst's Office, and the Legislature. The development of LCSAs Administrative and Electronic Data Processing allocations (\$866 million) includes the collection, research and analysis of current and historical data to identify trends and forecast the future costs of the LCSAs for budget development as outlined in the LCSA Funding Methodology. With moderate supervision, conduct annual review, analysis, and approval of LCSA administrative and EDP allocation and cost requests submitted by the LCSA to meet Family Code requirements. Consultant to the LCSAs and department staff regarding cost management issues, as well as individual county standing in relation to the allocations. Assist in making recommendations regarding activity levels and staffing, support funding and direct cost funding, and determines associated state and federal funds for the development of the Governor's Budget and for federal reporting. Analyze and reconcile budget appropriations to initial allocations and reallocations made throughout the year. Monitor LCSAs reporting of case-to-staffing ratios in comparison to the goal case-to-staffing ratio outlined in the LCSA Funding Methodology.

20 %	Assist with researching and responding to inquiries from LCSAs and department staff. Review requests for allowable administrative and EDP costs that may be claimed for reimbursement by the LCSA. Limit costs to necessary and reasonable amounts in relation to scope of services and total funds available. Promulgate guidelines and regulations.
20 %	With supervision, develop and issue policies and procedures related to the LCSAs financial aspect of the Child Support Program. Perform less complex activities relating to analyzing and evaluating these policies and procedures, and any legislative mandates related to the Child Support Program. Research and develop alternatives, make recommendations, and present issues to upper management.

10 %	Develop less complex computer spreadsheets and database programs to process LCSA data and display cost information and statistics. Track fiscal and statistical data for assigned LCSAs to monitor their performance in relation to allocation spending levels for all programs.
10 %	Assist in developing and preparing training materials in order to provide training to LCSAs regarding the overall budget approval process, prior approval process, and cost management issues. Assist in providing training and presentations to the LCSA fiscal officers through a quarterly forum and on an as-needed basis.

MARGINAL FUNCTIONS

%

100 %

TOTAL**5. WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS**☐ **Office Centered**

Incumbent's workspace will be a two-story, office building environment with standard modular cubicle or office spaces, temperature control and artificial lighting. Requires sitting for long periods of time while using a personal computer for email communication, reviewing documents, and attending meetings. Incumbent must be able to sit for extended periods of time attending meetings or sit and/or stand while working. Incumbent may perform repetitive hand motions such as typing, push, pull, reach, or bend (neck and waist). The work environment is fast-paced and can be demanding. May require periodic work during non-standard hours and during weekends to meet workload needs. Travel may be required for meetings or to attend professional training and/or events.

☒ **Remote Centered**

Incumbent's workspace will be divided between an office-centered, two-story, professional office building environment and a remote-centered work location in accordance with an approved telework agreement. Dedicated remote-centered workspaces must comply with all departmental and state safety and security policies. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely. The office-centered workspace consists of an office building environment with standard modular cubicle or hoteling office space, and artificial lighting. Requires sitting for long periods of time while using a personal computer, reviewing documents, and attending meetings remotely or in designated areas. The work environment is fast-paced and can be demanding. May require periodic work during nonstandard hours and during weekends to meet workload needs. Travel may be required to attend professional training and/or events. Remote centered teleworkers must forgo telework when their physical presence is required in the office on a regularly scheduled telework day.

6. OTHER RESPONSIBILITIES**A. Independence of Action and Consequences:**

The incumbent is responsible for providing fiscal and administrative oversight and guidance to the LCSAs.

B. Personal Contacts:

The incumbent will have daily personal contact with county and state staff and will communicate with them frequently. These contacts may involve information requests, working with managers to resolve problems, and acting as liaison with the Regional Administrators, DCSS Accounting Office, and the Office of Audits and Compliance.

7. Acknowledgements

A. Employee's Acknowledgement: I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others. I have received a copy of the duty statement.

I can perform these duties with or without reasonable accommodation: ☐ Yes ☐ No

If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will notify the Reasonable Accommodation Coordinator in the Equal Employment Opportunity and Diversity Office.

Duties of this position are subject to change and may be revised as needed or required.

Employee's Name (Print):	
Employee's Signature:	
Date:	

B. Supervisor's Acknowledgment: I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

Supervisor's Name (Print):	
Supervisor's Signature:	
Date:	

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%	

%	
%	

%	
%	

MARGINAL FUNCTIONS

%

%

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