

DUTY STATEMENT

Employee Name:	Position Number: 580-224-5393-720
Classification: Analyst II	Tenure/Time Base: Permanent/Full-Time
Working Title: Budget/Expenditure Analyst	Work Location: 3701 N. Freeway Blvd., Sacramento, CA 95834
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Vital Records and Statistics Division	Branch/Section/Unit: Operations Branch Fiscal and Employee Services Section Budget and Expenditure Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by providing budget and expenditure services to the Vital Records and Statistics Division (VRSD).

The Analyst II independently develops and maintains program budget and expenditure tools, trackers, and processes for VRSD, provides technical assistance and specialized knowledge on fiscal issues, performs complex program budget/expenditure assignments, and is responsible for budget/expenditure projects, drills, and other requests. The incumbent is required to work closely with other operations and administrative staff, information technology staff, and program staff to coordinate and

monitor the complex procedures used to develop and maintain fiscal compliance for the Division.

The incumbent works under the direction of the Supervisor I, Supervisor of the Budget and Expenditure Unit (BEU).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 35% Independently perform comprehensive budget and expenditure functions for the Division. Utilize advanced Excel knowledge to create, set up, and perform daily tasks involving Excel spreadsheets for financial tracking. Ensure all expenditures, encumbrances, and revenue postings comply with State Administrative Manual (SAM) requirements, departmental policies, and FI\$Cal accounting standards. Utilize FI\$Cal raw data reports, to reconcile monthly and year-end expenditures and encumbrances. Prepare the more complex and detailed expenditure summaries, budget monitoring reports, allocation tracking spreadsheets, monthly/quarterly Budget Dashboard updates, and present to Branch leadership. Identify variances, over-expenditures, and coding discrepancies and work with Accounting, Contracts and Procurement Unit, Revenue Unit, and program managers to resolve discrepancies in a timely manner. Maintain internal spreadsheets and tools used to track current-year spending, projections, remaining balances, obligations, and contract-related financial activity. Review purchase orders (PO), PO balances, and expenditure activity with program staff to ensure accurate fiscal management.
- 25% Work closely with internal partners and fiscal staff to review and update FI\$Cal coding, correct expenditure errors, reconcile service locations, and validate PO encumbrance and expenditure postings. Participate in Business Process Reviews and the more complex fiscal workflow updates related to expenditure tracking, PO reconciliation, and fiscal data integrity. Independently identify system errors or complex coding issues and coordinate with Accounting and/or Budget teams to resolve re-coding needs, including preparing FI\$Cal expenditure correction requests when necessary. Support maintenance and enhancement of Operations Branch fiscal tools, budget dashboards, tracking workbooks, reconciliation logs, and ensure internal controls and separation of duties are followed. Represent BEU at internal and external meetings, provide fiscal updates, expenditure analysis, and budget progress reports. Maintain clear communication with program staff, Accounting, Budget Section analysts, Procurement, Revenues, and external partners.
- 15% Independently monitor and track deposit information provided by the Revenue Unit to ensure all incoming deposits align with Operations Branch expenditure tracking and FI\$Cal reconciliation requirements. Maintain internal spreadsheets and deposit logs used to verify that

deposited amounts match internal FI\$Cal reporting. Coordinate with the Revenue Unit, Accounting, and Budgets to resolve discrepancies between deposits, expenditures, and encumbrances. Analyze the more complex deposit data to confirm correct fund posting and verify that deposits are properly reflected in Operations Branch fiscal projections and Budget Dashboard reporting. Provide cross-program support by communicating deposit status, identifying mismatches, and updating internal fiscal tools to ensure complete, accurate reconciliation between revenue deposits and expenditure activity.

- 10% Work with project managers and/or programmers to implement Center Request Tracking System (CRTS) changes as necessary to maintain fiscal integrity of the fee accounting and allocation segments of the database. Participate in Business Process Review workgroups as a Subject Matter Expert to assist in the development of business requirements that will ultimately improve CRTS processes fiscal data.
- 10% Act as a backup analyst to maintain EZ Tracker integrity. EZ Tracker tracks vital record fees transmitted to the State by the local registrars, clerks, recorders, superior courts. Analyze the data maintained in EZ Tracker to allocate fees to individual funds, project workload, project revenues, and identify counties that are not remitting the mandated fees.

Marginal Functions (including percentage of time)

- 5% Perform other work-related duties as required.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: HH

Date: 8/31/26