

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date:
Classification: Analyst III	Position #: 812-010-5402-001
Division/Office: Office of the Secretary	CBID: R01
Section: Fiscal Policy and Administration	
Supervisor Name: Vacant	Supervisor Classification: Manager II

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

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

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☒ None	☐ Lead Person
☐ Supervisor	☐ Team Leader

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

Total number of positions in Section/Branch/Office 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 SECTION:

The mission of the California Environmental Protection Agency (Cal/EPA) is to restore, protect and enhance the environment and to ensure public health, environmental quality and economic vitality.

The Fiscal and Administrative Programs Unit ensure the effective and efficient allocation and use of resources for environmental regulatory programs. The Unit communicates, coordinates, implements and oversees fiscal, human resources, information technology, and administrative policies throughout the Agency. The Unit also administers the Office of the Secretary's budget and office operations.

CONCEPT OF POSITION:

Under the general direction of the Manager II, the Analyst III performs a variety of complex budget-related tasks and fiscal analysis for the Agency's multi-funded budget, including preparation and analysis of Budget Change Proposals (BCPs), reviews the Governor's Budget for accuracy, and analyzes the potential impact to the Division by conducting baseline allotments, administrative projections, quarterly summaries, and budget formats. Duties include but are not limited to the following;

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35% - E	• Prepare and review OOS's baseline budget, budget revisions, and overall budget development process. • Complete annual exercises such as Past Year Adjustments and the Fund Balance Reconciliation Drill, as well as supplementary schedules for the Department of Finance (DOF) and State Controller's Office (SCO). • Reconciles budget allotments to approved authority levels, reviews and approves transfer of budget allotments, and ensures compliance with department policy and fiscal soundness.

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30% - E	• Performs Division budget monitoring duties that include, but are not limited to: follows all policies and procedures, monitors budget projections, daily postings of budget items, Purchase Requisition Forms, Contracts, Purchase Orders, etc., position monitoring such as Freeze Exemption Requests, Request for Personnel Actions (RPAs), Merit Salary Actions, etc., and Accounting Information System Reconciliation. • Analyze funding requirements across multiple program elements, allocations, and expenditures to ensure compliance with applicable provisions, regulations, and guidelines. • Independently provides fiscal analysis, quarterly summaries, recommends actions for discussion with management, analyzes and prepares reports, conducts resolution for discrepancies on invoices and contracts. • Coordinate with accounting and program staff to reconcile monthly expenditure and encumbrance reports with budget plans and associated changes.
15% - E	• Assists in the review and analysis of the Governor's Budget to determine agency impact. • Researches and tracks budget trend information, budget related vacancy projections, and other ad-hoc special projects related to the Agency's budget. • Reviews Legislative Bill Analysis for fiscal accuracy. • Analyzes and determines impact to all funds and verifies revenue and cost projections. • Prepares and develops, or assists, with preparation and development of complex Budget Change Proposals (BCP) and Spring Finance Letters to conform to statewide or agency policies and program objectives. • Acts as a lead analyst to review and edit narrative descriptions and provides fiscal detail and analysis feedback. • Coordinates necessary changes with departmental managers to ensure a well written narrative is provided and that fiscal workload analyses support the proposal. • Provides management with alternatives and suggests recommendations for meeting program goals and objectives within allocated resources.

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10% - E	• Compiles and packages all Boards, Departments, and offices (BDO) BCPs for agency review by gathering, organizing, and consolidating information from multiple BDOs; conducting quality assurance reviews, identifying gaps or inconsistencies, and providing recommendations. • Coordinates multi-BDO budget drills and exercises by communicating timelines, scheduling meetings, following up as needed, and ensuring all deliverables are complete and provided to agency for review in a timely fashion. • Monitors and tracks the status of budget hearings and key decision points. Provides status updates to leadership ensuring any deadlines are met through follow-up with the responsible BDO.
10% - M	Perform other duties, within the scope of the classification, as assigned.