

Classification Analyst II	Position Number 814-701-5393-002	Location Sacramento (Headquarters)
Division/Branch ASD / Fiscal, Audits, and Business Services Branch	Supervisor's Classification Manager II	Collective Bargaining Identification Designation (CBID) R01
Conflict of Interest Disclosure: ☐ Yes ☒ No	Incumbent (If filled) VACANT	

☐ **Job requires driving automobile:** In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

SUPERVISORY RESPONSIBILITIES
(Check One)

☐ Managerial ☐ Supervisory ☐ Lead Person ☒ None

Direct Supervision Exercised:		Indirect Supervision Exercised:	
No. of Employees	Classification Title	No. of Employees	Classification Title

I have read and discussed these duties with my supervisor.

Employee Signature	Date
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I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date
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Description of Duties (*Attach additional sheets, if necessary, and identify position information*)

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
	Under the direction of the Manager II, and with additional guidance from the Supervisor II when needed, the Analyst II performs a wide range of analytical duties supporting the implementation and ongoing use of the Financial Information System for California (FI\$Cal). As a member of the Fiscal, Audits, and Business Services (FABS) branch, the Analyst II actively contributes to positive team-building efforts and delivers high-quality customer service, uses resources effectively to meet and exceed service expectations, providing solutions that are both innovative and responsive to customer needs, adapts to changing priorities, and collaborates with colleagues to ensure consistent coverage and support when other team members are unavailable.
	<u>ESSENTIAL FUNCTIONS:</u>
25%	Using FI\$Cal as the system of record, the Analyst II independently analyzes and enters all requisition information into the e-Procurement module. Analyzes and understands CDPR's chart of accounts, coding manual, and functional accounting rules to properly code, budget, and account for expenditures to CDPR's functional groups. Ensures accuracy of data input. Collaborates closely with Budget, Accounting, and Business Services Office (BSO) staff to resolve complex questions and non-routine transactions, consulting with managers and supervisors as needed. Serves as the lead trainer for CDPR and branch staff on FI\$Cal requisition procedures.
20%	Coordinates with the Accounting Office, Business Services Office, and DPR staff to ensure goods are physically received. Acknowledges receipt of goods into the system. Serves as the lead for all FI\$Cal receiving functions and provides training as needed.
15%	Serves as FABS' Administrative Assistant (AA) and Point of Contact (POC), managing administrative tasks related to accounting, budgeting, contracting, purchasing, timekeeping, and training. Acts as the Human Resources Branch (HRB) Liaison and Branch Training Coordinator (BTC). Assists FABS managers and supervisors with hiring and onboarding. Prepares and submits DPR-021 purchasing requests and DPR-017 contract requests, working closely with BSO through completion. Processes and logs requests for Field ID Badges (FIBs), creates and distributes badges, and manages the FIB software and card-printing system.
15%	Serves as the Accounts Payable Supplier Processor, creating new vendors and updating vendor addresses and contact information in coordination with the FI\$Cal Service Center (FSC). Serves as CDPR's CalCard Coordinator. Resolves issues with FSC, tracking the status and outcomes of requests. Manages communication with SCO's Supplier Management and Reporting Team (SMaRT) to resolve routine and complex supplier-profile issues in FI\$Cal, and coordinates requests or information exchanges between CDPR staff and FSC.
10%	Initiates and coordinates FI\$Cal role-mapping modifications for CDPR FI\$Cal users by collaborating with FABS supervisors and managers to determine appropriate system roles for staff.
10%	Monitors and manages the budgets for FABS, ASD, and Central Costs, providing regular reports to the Branch Chief and the Budget Office. Tracks all associated expenditures, such as procurements, contracts, trainings, and leases, and evaluating variances between budgeted amounts and actual expenditures. Provides clear, insightful analysis explaining variance drivers, underlying causes, and anticipated impacts.
	<u>MARGINAL FUNCTIONS:</u>
5%	Performs other duties consistent with the classification, as required.

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Percent of Time	Activity
	<u>WORKING CONDITIONS:</u> • Occasional Overtime • Prolonged periods of standing, bending, sitting, or kneeling • Transport boxes up to 10 pounds • Work in a high-rise building <u>CRITICAL JOB COMPETENCIES:</u> Communication (oral, written, organizational, non-verbal): Make clear and convincing oral presentations to individuals or groups. Inform, persuade, build consensus. Know the audience. Facilitate open exchange of ideas/opinions. Select and use appropriate communication approach. Actively listen. Effectively use e-mail. Avoid mixed messages – the body language says one thing, the words another. Apply business writing principles to all written communications. Self-Motivation, Optimism, Sustained Commitment, Perseverance, Patience: Demonstrate a bias toward optimism and maintain sense of humor. Retain stamina and bounce back from setbacks. View mistakes as opportunities for growth/positive learning experiences. Technical Credibility: Understand and appropriately apply procedures, requirements, policies, and regulations related to specialized expertise. Integrate technology into the work to improve program effectiveness. Possess up-to-date knowledge in the profession and industry and access other expert resources when appropriate. Translate concepts and ideas into strategies and action steps. Problem Solving: Persevere in the face of obstacles such as diminishing financial resources. There is more than one way to get to the destination. Anticipate problems and encourage a culture of proactive problem solving. Ensure comprehensive evaluation of the costs and benefits of all options in determining the preferred solution. Flexibility/Adaptability: Readily integrate changes midstream into work processes and outputs. Demonstrate openness to new organizational structures, procedures, and technology. Shift gears comfortably. Partnering/Networking: Develop networks and build alliances. Participate in cross-functional activities to achieve organizational objectives. Keep administrative branches informed of program priorities, needs and issues to effect responsive service. Project Management: Garner support for projects. Develop work plan with tasks, timeframes, milestones, resources, and dependencies. Use resources efficiently and manage effectively within budget limits. Anticipate potential problems and institute controls and contingency plans to address them. Monitor project progress. Teamwork: Facilitate and maintain cooperative working relationships. Work toward accomplishment of group goals. Value and encourage the input and expertise of others. Foster commitment, team spirit, pride, and trust.