

DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT
PO-199 (Revised 12/24)

☒ CURRENT ☐ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Analyst I	POSITION NUMBER 538-405-5157-XXX
WORKING TITLE Budget Analyst	DIVISION/UNIT Administration – Budget Office
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST DESIGNATION 2

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☐ SUPERVISORY	☐ SPECIALIST	☐ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the department's mission and vision.

GENERAL STATEMENT:

Under the general supervisor of the Budget Officer, Supervisor I, the Analyst I assists with the preparation and administration of the annual budget for the Department of Conservation, and the preparation, implementation, and maintenance of the budgets of assigned programs. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION
25%	Governor's Budget Assist management and or Analyst II level staff in preparing the annual baseline budget using support schedules that determine the department's component of the annual Governor's Budget. Assist in the preparation of supporting schedules, including; Salaries and Wages (Schedule 7A), Operating Expenses and Equipment (Schedule 11), Equipment Schedule (Schedule 9), Federal Schedule and Reimbursement Schedule.

POSITION DUTY STATEMENT

25%	Drills Prepare, review, and submit monthly overhead adjustments to the Accounting Office. Read, analyze, and assist management and/or Analyst II level staff in completing Budget Letter drills issued by the Department of Finance. Analyze, prepare, and review assessments and fees that provide special fund revenue. Prepare annual Out-of-State Travel blanket.
20%	Program Assistance Assist management and Analyst II level staff with budget plan development and maintenance in assigned programs. Monitor and reconcile Budget Act appropriations to budget expenditures to ensure proper financial controls are in place. Review, analyze, and assist management and/or Analyst II level staff in completing in-depth analysis of expenditure projections. Reconcile Out-of-State Travel requests in budget authority. Analyzes and prepare fiscal analysis of proposed and pending legislation.
15%	Budget Change Proposals Prepare, analyze, and review less complex Budget Change Proposals for accuracy and completeness in support of Administration policy.
10%	Position Authority Assist management and/or Analyst II level staff in analyzing position control documents; process and monitor all personnel documents using internal tracking systems (607's, HR200's, position control sheets, etc.) to maintain budgetary authorization for program positions which require ongoing reconciliation of various transfers, reclassifications and/or abolishment. Act as liaison between the Budget Office and staff (Personnel and program).

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily log system; and submits timesheets by the due date. Attend Administration Liaison and informational meetings to ensure the Budget Office is aware of program changes and needs. Serve on interview panels as needed for program staff recruitment.

SUPERVISION RECEIVED:

The Analyst I reports directly and receives the majority of assignments from the Budget Officer. However, direction and assignments may also come from the Assistant Director, Division of Administration.

SUPERVISION EXERCISED:

None.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None.

PERSONAL CONTACTS:

The incumbent will interact with all Divisions and all units/offices within the Division of Administration in the Department of Conservation. Some of the information the incumbent will encounter includes confidential and

POSITION DUTY STATEMENT

sensitive information , such as salary data and Budget Change Proposal working papers.

ACTIONS AND CONSEQUENCES:

The actions of the incumbent have a direct bearing on the Department's Budget Act appropriations and authorized positions. If these functions are not adequately performed consequences may include, but are not limited to:

- Department not meeting its CA statutory, regulatory and administrative requirements.
- Divisions not having the needed resources.
- The potential for the Department to exceed its appropriations or face severe reductions.

CONDUCT AND ATTENDANCE EXPECTATIONS:

This position may be eligible for hybrid telework based on the Department of Conservation's Telework Policy, district needs, and job performance. Staff must adhere to state information security policies, remain available via phone, email, and instant message during telework hours, and promptly report any damaged or lost equipment to their supervisor. Professionalism, fairness, honesty, and respect are expected in all interactions with state employees, peers, management, and the public. Regular attendance during approved telework or in-office schedules is required, and remote work outside approved hours requires pre-approval. Commute time is not considered work time.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Must be able to sit at a desk or in front of a computer screen, moving about the office and standing or sitting during meetings. • Bending, stooping to retrieve and replace files and records. • Ability to lift up to 20 pounds.
OCCASIONALLY	• Traveling via private or public transportation (i.e. driving automobile, airplane, etc.) including overnight travel inside California may be required.

OTHER INFORMATION:

Knowledge of: Principles and practices of governmental budgeting and accounting. Financial structure, uniform accounting system, and financial procedures of the State of California; purposes, functions, and fiscal organization of the various state agencies; laws relating to financial administration of the State Government; principles of public and personnel administration; principles of organization and management; principles and practices of public finance, research techniques and statistical principles and procedures.

Ability to; Develop various types of budget documents; analyze and solve difficult technical budget problems; establish and maintain cooperative relationships with control agency staff and others contracted in the work; speak and write effectively; analyze situations accurately and develop an effective course of action.

Reason logically and creatively and utilize a variety of analytical techniques to develop and evaluate alternatives to resolve complex problems.

POSITION DUTY STATEMENT

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Printed Name	Employee Signature	Date
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I have discussed the duties of this position with and provided a copy of this duty statement to the employee named above.

Supervisor Printed Name	Supervisor Signature	Date
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☐CURRENT ☐PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Analyst II	POSITION NUMBER 538-405-5393-001
WORKING TITLE Budget Analyst	DIVISION/UNIT Administration/Budget Office
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT R01	CONFLICT OF INTEREST DESIGNATION 2

REQUIREMENTS OF POSITION	
☐ MEDICAL EVALUATION ☒ CONFLICT OF INTEREST ☐ TRAVEL REQUIRED ☐ BILINGUAL FLUENCY	
☐ SUPERVISORY ☐ SPECIALIST ☐ DRIVER LICENSE ☐ PROFESSIONAL LICENSE	
☐ TYPING CERTIFICATE ☐ HYBRID ☐ OTHER	

DEPARTMENT STATEMENT:

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GENERAL STATEMENT:

Under the general direction of the Budget Officer, Supervisor I, the Analyst II is responsible for the preparation and administration of the annual budget for the Department of Conservation (Department) and preparation, implementation, and maintenance of the budgets of assigned programs. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION
25%	Governor’s Budget: Prepare the annual baseline budget using FI\$Cal and support schedules that determine the Department’s component of the annual Governor’s Budget. Prepare supporting schedules, including: Salaries and Wages; Equipment Schedule; Operating Expenses and Equipment; and Federal and Reimbursements.
25%	Drills Prepare, review, and submit monthly overhead calculations to the Accounting Office. Read, analyze, and complete Budget Letter drills issued by the Department of Finance (DOF).

POSITION DUTY STATEMENT

	Analyze, prepare, and review assessments and fees that provide special fund revenue. Prepare annual Out-of-State Travel Blanket.
20%	Program Assistance: Assist assigned programs with budget plans development and maintenance. Monitor and reconcile Budget Act appropriations to budget expenditures to ensure proper financial controls are in place. Review, analyze, and prepare in-depth analysis of expenditure projections. Reconcile Out-of-State Travel requests with budget authority. Analyze and prepare fiscal analysis of proposed and pending legislation.
15%	Budget Change Proposals: Prepare, analyze, and review Budget Change Proposals (BCPs) for accuracy and completeness in support of Administration policy.
10%	Position Authority: Analyze position control documents; process and monitor all personnel documents using internal tracking systems (607s, HR 200s, position control sheets, etc.) to maintain budgetary authorization for program positions which require ongoing reconciliation of various transfers, reclassifications, and/or abolishment. Act as liaison between the Budget Office, Human Resources Office and division staff.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Administrative: Performs administrative duties including, but not limited to: adheres to Department policies, rules and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date. Attend Division Liaison and informational meetings to ensure the Budget Office is aware of program change and needs. Serve on interview panels as needed for program staff recruitment.

SUPERVISION RECEIVED:

The Analyst II reports directly to and receives the majority of assignments from the Budget Officer. However, direction and assignments may also come from the Assistant Director for Administration.

SUPERVISION EXERCISED:

None.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

None.

PERSONAL CONTACTS:

The ABA will interact with all Divisions and all units/offices within the division of Administration. Some of the information the incumbent will encounter includes confidential and sensitive information, such as salary data and BCP working papers.

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WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Work in a high-rise building • Must be able to sit at a desk or in front of a computer screen, moving about the office and standing or sitting during meetings. • Proficient in Microsoft Office programs Excel, Word, and Outlook. • Bending, stooping to retrieve and replace files and records. • Able to lift up to 20 pounds.
OCCASIONALLY	• Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required.

OTHER INFORMATION

Knowledge of: Principles and practices of governmental budgeting and accounting; financial structure, uniform accounting system, and financial procedures of the State of California; purposes, functions, and fiscal organization of the various State agencies; laws relating to financial administration of the State Government; principles of public and personnel administration; principles of organization and management; principles of practices of public finance, research techniques and statistical principles and procedures.

Ability to: Develop various types of budget documents; analyze and solve difficult technical budget problems; establish and maintain cooperative relationships with control agency staff and others contacted in the work; speak and write effectively; analyzes situations accurately and develop an effective course of action. Reason logically and creatively and utilize a variety of analytical techniques to develop and evaluate alternatives to resolve complex problems.

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I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Printed Name

Employee Signature

Date

I have discussed the duties of this position with and provided a copy of this duty statement to the employee named above.

Supervisor Printed Name

Supervisor Signature

Date