

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
DFW DIVISION/BRANCH/REGION/OFFICE South Coast Region 5	POSITION NUMBER (Agency-Unit-Class-Serial) 565-511-5393-905
UNIT NAME AND LOCATION Administration Program, Seal Beach or San Diego	CLASS TITLE Analyst II
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Administrative Officer III, the incumbent is to independently perform complex administrative activities, budget management, and contract/grant support for the South Coast Region (SCR) 5. The position will be responsible for understanding the Department's contracting, procurement, management policies, program budget structure, and organizational structure, as they apply at the region level; be knowledgeable of region/program operational procedures and appropriate use of available fund sources. Incumbent is required to use a computer and work with databases/applications including Financial Information System for California (FI\$Cal), Microsoft Office with a heavy emphasis on Excel, and Contract Request Tracking System (CRTS). Incumbent shall perform the following duties:	

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
45%	<u>ESSENTIAL FUNCTIONS:</u> Budget Management Analyze, prepare and distribute monthly budget reports with allotments and expenditures for the SCR. Tracks and projects current Fiscal Year (FY) available budget timely and with consideration for vacancies and other salary savings, and advises management accordingly to ensure the region operates within the prescribed budgetary limits. Utilizing internal budget reports and Microsoft Power BI, researches information regarding discrepancies as needed and facilitates corrections of Personal Services and Operating Expenditures with the use of budget forms and recommended timesheet amendments. Works closely with Budgets Branch to identify and resolve any budgetary issues region-wide. Identify costs for position upgrades, monitor budget expenditures and make recommendations to management on redirection of personnel or operating expenses to meet program needs. Prepares Operating Budget Adjustments (OBAs) when applicable. Works closely with program managers/supervisors to review, analyze and edit budget change proposals (BCPs) & Federal Grant Packages prior to being submitted to Budget Branch (BB). Works closely with Program Managers and Supervisors with interpreting, auditing, and correcting fiscal budget/expenditure reports and time reporting information. Ensure the region operates within the prescribed budgetary limits. Prepare complex and sensitive reports and correspondence as requested by management. Complete the re-occurring budget assignments and drills.
40%	Contracts/Grants Prepare new and/or amendment payable grant packages in coordination with grant manager. Create procurement contracts and purchase orders related to payable grants in FI\$Cal. Process grant invoices and maintain pay logs with grant balances. At the conclusion of payable grants, analyze funding and disencumber remaining balances. Extensive communication with Sacramento office Payable Grant Unit and the Region's grant managers. Notify grant management staff of new grant policies, changes in operational practice and in contracting regulations. Work closely with contract managers and grant managers with their budget details and provide technical guidance on complex state-matching issues and expenditure reports. Advise staff on budget detail reports for grants and contract allotments. Assist staff with tracking invoices, expenditures, and the preparation of reports.

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10%	Assist staff in reviewing invoices from grantees and analyze expenditure data to identify current or potential problems, including quarterly steelhead grant invoices. Reviews and analyzes budget detail for all SCR grant packages for salary, benefit, Personnel Year (PY), and overhead accuracy and compliance with narratives. Processes emergency payable contracts when applicable. Administrative Support Provide training for Managers and Supervisors on various budgets and grant related subjects including Microsoft Power BI. Provide back up to all relative administrative support activities for the region. S2 Keycard Coordinator for Seal Beach Office issuing/tracking/maintaining keycards for Region 5 suite(s) and also issues and tracks After Hours Building Access cards. Provide backup to lead contracts analyst with reimbursable contracts and payable contracts. Travel to other offices/sites within the region no more than 5% of the time. NON-ESSENTIAL FUNCTIONS: Perform other administrative duties as required, including; attend meetings, participate on task force groups, respond to requests for information, provide administrative assistance to Administrative Officer III and other regional staff. Daily use of computers, printers, photocopier, fax machine and telephone. Special Personal Characteristics: Demonstrated ability to act independently, ability to work on multiple tasks concurrently, open-mindedness, flexibility, and tact. Prioritize workload and adapt to organizational changes. Must be punctual, dependable and conscientious. Skill to: Research and analyze problems, write effectively, use logic and deduction to resolve issues. Communicate effectively and deal with multiple tasks and changing priorities. Experience with Microsoft Excel, Word, Access, Outlook, FI\$Cal, or comparable. Interpersonal Skills: Must possess good customer service skills. Excel at verbal and non-verbal communication. Be a good listener and work well both independently and in a team environment. Be able to effectively solve problems and make sound decisions. WORKING CONDITIONS: This position works in the Seal Beach Office or San Diego Office, Monday – Friday (excluding holidays). Ability to use a computer keyboard several hours a day, involves sitting most of the time, but may involve walking or standing for brief periods.		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
PRINT SUPERVISOR'S NAME Andrew Gray	<table border="1"> <tr> <td data-bbox="738 1545 1276 1640">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1276 1545 1526 1640">DATE</td> </tr> </table>	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.			
PRINT EMPLOYEE'S NAME Vacant	<table border="1"> <tr> <td data-bbox="738 1766 1276 1860">EMPLOYEE'S SIGNATURE</td> <td data-bbox="1276 1766 1526 1860">DATE</td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE
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