



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Analyst I	549-651-5157-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sonoma Mendocino Coast	Analyst I	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Mendocino	Russian Gulch State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Supervisor II
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the Supervisor II, the Analyst I is responsible for accounting and procurement in the district and oversees the coordination of the District Special Events Program. Incumbents must have the ability to work collaboratively and professionally with a variety of staff, outside agencies, private companies, and other interested individuals wishing to do business with the State of California; must be able to apply government business principles and practices and must have a high degree of analytical ability to determine proper course of action. The reporting location for this position is the Sonoma Mendocino Coast District Office in Mendocino, CA.		
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.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	Procurement Under the supervision of the [Supervisor Classification] and in coordination with the Lead Contract Analyst (Analyst II), the Analyst I analyzes procurement requests, provides recommendations, and coordinates and processes procurement documentation, including contracts and agreements for services (DPR 285s). Consults with district buyers, as necessary, to clarify requisition requests and obtain information or documentation needed to process procurement actions. Determines the appropriate source and method of procurement/service by analyzing and implementing policies and procedures in accordance with all applicable statutes, Department of Parks and Recreation's (DPR) purchasing delegation from the Department of General Services (DGS), the State Administrative Manual (SAM), and the State Contracting Manuals (SCM I, II, III and Fi\$Cal). Performs analysis to evaluate the appropriate approvals and documentation required. Using Fi\$Cal, the State's financial and procurement system, the analyst prepares and executes purchasing transactions of average difficulty that result in contract delegation purchase orders. Ensures all required documents are retained as necessary for required reports and post-audit reviews. Establishes and maintains cooperative working relationships with DPR personnel, managers, contractors, and other governmental agencies and staff. Works with district staff individually and facilitates or coordinates meetings to review pertinent data and ensure the requested services are performed in accordance with State, Federal, and departmental laws, policies, standards, and controls. Provides guidance and advice to staff and the suppliers regarding IT and Non-IT processes. Reviews and analyzes policy	

	changes and advises management on the impact or potential impact.
20%	Accounting Approves invoices for payment by determining vendor invoice compliance with state Fi\$Cal systems, DPR Accounting Services, and DPR Business Management Systems. Maintains vouchers by following up on scheduled payments within the Fi\$Cal systems. Processes and posts various expenditures including invoices for procurement contracts, travel claims, as well as other expenditures into the Fi\$Cal database. Acts as the Mendocino sector's petty cash custodian. Assists the primary accounting staff in the preparation of various expenditure reports. Works closely with appropriate district staff to ensure all payments are posted timely and in accordance with monthly requirements. Identifies and corrects all posting errors.
20%	Fiscal Management This position is responsible for and oversees proper processing of purchasing documents. These documents include P-Card, purchase orders, service agreements, contracts, supply orders, purchase estimates, printing requisitions, request for revolving fund checks, authorizations for payment and travel claims. Disencumbers unused funds on open purchase orders. Is responsible for expenditure corrections for budget management and tracking. Reviews all documents for accuracy and conformance to state and departmental rules and regulations. Works with lead to resolve discrepancies, past due accounts, and vendor management.
15%	Special Events Assists with special event processing and approval process. Monitors the special events mailbox, as needed, and assists applicants with completing and submitting required documentation. Ensures required documents have been received, answers special event questions from the public by phone and email. Processes checks and other revenue collected for special events, issues receipts for payments and prepares money for deposits.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity, including support of front desk duties by checking and responding to voicemails, mail management, interacting with the public and pass sales. Attends staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	

TELEWORK DESIGNATION

This position is designated as: (Check one)

☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible

SPECIAL REQUIREMENTS:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE