STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

DUTY STATEMENT

DGS OHR 907 (Rev. 7/2025)

☐ Current
☑ Proposed

RPA NUMBER	DGS DIVISION / OFFICE or CLIENT AGENCY	
31094	Office of Fiscal Services	
UNIT NAME	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605)	
Budget & Planning Section (Program Unit)	707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION	POSITION NUMBER	CBID
Analyst II	306-241-5393-705	R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS)	TENURE	
Monday through Friday, 8:00am to 5:00 pm (Flex)	Permanent	
WORKING TITLE	TIMEBASE	
Budget Analyst	Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☑ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION ☑ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☐ Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under the direction of the Supervisor I, in the Office of Fiscal Services (OFS), Budget and Planning (B&P) Section, the Analyst II is responsible for developing, implementing, monitoring and maintaining a variety of complex analytical work for Department of General Services (DGS) $1.5 billion budget and 30 Contracted Fiscal Services (CFS) clients. Utilizing PeopleSoft, Hyperion, Activity Based Management System (ABMS), forecasting pivot tables and Excel.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Provides consultative and analytical work for DGS' large and complex budget by reconciling complex budget data for preparation of technical budget schedules, providing summarized reporting, preparing and reconciling the transfers of budget allotments, resolving errors to budget issues, analyzing position control documents for budgetary impact, and performing complex reconciliation and analysis, in order to ensure accurate and timely reporting of DGS' budget that will be included in the Governor's Budget and Budget Act publications.
35%	Oversees the development, maintenance and monitoring of budget rates for DGS by maintaining complex databases for annual rates proposal development, performing rates analysis, preparing analysis to determine impacts to rates for pending/actual budget changes, and preparing schedules for inclusion in the annual rates proposal for submittal to the Department of Finance (DOF), in order

PERCENTAGE	DESCRIPTION
	to advise accurate and timely assessment of rate impacts, and to develop recommendations on rate setting policies and procedures in accordance with DOF requirements, utilizing Revenue Center Worksheets and ABMS reports.
25%	Provides comprehensive budget services to CFS' Clients by reconciling complex budget data in order to prepare technical budget schedules, providing summarized reporting, preparing and reconciling the transfers of budget allotments, resolving errors to budget issues, and performing complex reconciliation and analysis to ensure accurate and timely reporting of CFS' budget that will be included in the Governor's Budget and Budget Act publications.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Assists with the more complex responses to DOF, Legislative Analyst Office and Government Operations Agency regarding departmental budget/program issues, in accordance with DGS administrative procedures, utilizing MS Office.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ Travel (Specify the percentage in the travel box below)

- Daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation.
- Ability to remain at workstation for an extended period of time.
- Professional work environment.

DESIRABLE QUALIFICATIONS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at reasonableaccommodation@dgs.ca.gov)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED

C & P APPROVED BY	DATE SIGNED

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RPA NUMBER 31094	DGS DIVISION / OFFICE or CLIENT AGENCY Office of Fiscal Services	
UNIT NAME Budget & Planning Section (Program Unit)	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) 707 3rd Street, West Sacramento, CA 95605	
CIVIL SERVICE CLASSIFICATION Analyst I	POSITION NUMBER 306-241-5157-XXX	CBID R01
POSITION ELIGIBLE FOR TELEWORK: ☑ Yes ☐ No	PROBATIONARY PERIOD ☐ 6 Months ☑ 12 Months ☐ N/A	WORK WEEK GROUP 2
WORK SCHEDULE (DAYS / HOURS) Monday through Friday, 8:00am to 5:00 pm (Flex)	TENURE Permanent	
WORKING TITLE Budget Analyst	TIMEBASE Full Time	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): ☐ Yes ☑ No	BILINGUAL POSITION: ☐ Yes ☑ No LANGUAGE NEEDED: ☐ Verbal ☐ Written Proficiency language in: _____	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

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POSITION CONCEPT

Under the supervision of the Supervisor I, in the Office of Fiscal Services (OFS), Budget and Planning (B&P) Section, the Analyst I is responsible for developing, analyzing, and reviewing the average difficulty components of the Department of General Services (DGS) $1.5 billion budget and 30 Contracted Fiscal Services (CFS) clients that will be included in the Governor's Budget and Budget Act publications utilizing PeopleSoft, Hyperion, Activity Based Management System (ABMS) and reports, Revenue Center Worksheets, forecasting pivot tables, Excel, and MS Office.

SPECIAL REQUIREMENTS

☐ Medical Clearance ☐ Background Clearance ☐ Typing ☐ DMV Pull Notice ☐ Drug Testing
☐ Vehicle Home Storage Permit ☐ Driver's License and Class (specify below in Description) ☐ Certificate (specify below in Description)
☐ Professional License (specify below in Description) ☐ Other (specify below in Description)

Telework
The employee must reside in California.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Provides comprehensive budget services for DGS' large and complex budget by reconciling the less complex budget data for preparation of technical budget schedules, providing summarized reporting, preparing and reconciling the transfers of budget allotments, resolving errors for budget issues, analyzing position control documents for budgetary impact, and performing the less complex reconciliation and analysis, in order to ensure accurate and timely reporting of DGS' budget.
35%	Assists with the development, maintenance and monitoring of budget rates for DGS by maintaining the less complex databases for annual rates proposal development, performing rates analysis, preparing analysis to determine impacts to rates for pending/actual budget changes, and preparing

PERCENTAGE	DESCRIPTION
	schedules for inclusion in the annual rates proposal for submittal to the Department of Finance (DOF), in order to ensure accurate and timely assessment of rate impacts, and to develop recommendations on rate setting policies and procedures in accordance with DOF requirements.
25%	Provides comprehensive budget services to CFS' Clients by reconciling the less complex budget data for preparation of technical budget schedules, providing summarized reporting, preparing and reconciling the transfers of budget allotments, resolving errors to budget issues, and performing the less complex reconciliation and analysis, in order to ensure accurate and timely reporting of CFS clients budgets.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Prepares the less complex responses to DOF, Legislative Analyst Office and Government Operations Agency regarding departmental budget/program issues, in accordance with DGS administrative procedures.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

☐ Travel (Specify the percentage in the travel box below)

- Daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation.
- Ability to remain at workstation for an extended period of time.
- Professional work environment.

DESIRABLE QUALIFICATIONS

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

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