CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Duty Statement
Department of Human Resources
State of California

☒ Current ☐ Proposed

Classification Title	**Division/Unit**
Student Assistant	Administrative Services / Budget Office
Working Title	**HQ Designation**
Student Assistant – Budget Office	CalHR Sacramento
Position Number	**Date Prepared**
363-100-4870-XXX	10/13/2026
Name	**Effective Date**

CalHR Mission, Vision, and Values

The California Department of Human Resources (CalHR) is responsible for issues related to employee salaries and benefits, job classifications, civil rights, training, exams, recruitment and retention. For most employees, many of these matters are determined through the collective bargaining process managed by CalHR.

Our Mission: To serve as the trusted advisor to our strategic partners and the public, providing exceptional human resource services and guidance in developing a diverse and inclusive workforce.

Our Vision: Shaping California's future of public service excellence with fair and equitable employment opportunities and a diverse, engaged workforce.

CalHR Core Values: People Centric, Leadership, Accountability, DEIA, Integrity, and Transparency.

General Statement

Under close supervision and in a learner capacity of the Supervisor II, the Student is responsible for assisting in the preparation, development, and control of the departmental budgets for CalHR and the State Personnel Board (SPB). Duties include, but are not limited to, the following:

Job Functions

[Essential (E) / Marginal (M) Functions] conducted [Onsite (O) / Virtually (V)]:

An itemized listing of the specific job duties and the percentage of time spent on each separate and distinct task, with essential and marginal functions identified. Percentages must be listed in descending order and must equal 100.

Percentage	(O) / (V)	Essential Job Duties
40%	OV	Assist and provide support: Monitor and track the status of authorized positions, revenues and expenditures on a monthly basis. Assist program with developing alternatives for unanticipated funding issues. Duties related to the development of the department's annual authorized expenditure and revenue budget include preparation of baseline budgets. Closely monitor and track program allotments and expenditures. Assist with administratively controlling positions and blanket funds (temporary help and

		overtime) that are in use in the Department. Prepare and monitor fund condition and various rate development including preparing the hourly rates for several of the departments' reimbursable billing functions and monitor the departments' revenue sources.
40%	OV	Assist and provide support: Read, analyze, and complete Budget Letter drills issued by the Department of Finance. Review, analyze, and evaluate program Budget Change Proposals (BCPs). Assist in making recommendations for actions pertaining to BCPs. Duties related to facilitating the quarterly analysis of expenditures and/or revenues for assigned programs, which includes providing guidance to program staff in the application of projection methodologies. Assist in the preparation of in-depth analysis of expenditure and/or revenue projections prepared by program staff. Identify for departmental management the budgetary savings or deficits displayed in the analysis of expenditures. Develop and present to management recommendations on the resolution or use of these deficits or savings. Identify and resolve, in conjunction with program and Accounting Office staff, questions and problems regarding revenues/expenditures displayed in F1$Cal. Review the fiscal impact of Requests for Personnel Actions. Further support respective program assignments through the computation, allocation, and monitoring of salaries, benefits, and operating expenses.
20%	OV	Assist and provide support: Provide budget information, instructions, and assistance to program staff and Division Chiefs as required. Prepare analysis of pending and proposed legislation. Establish and maintain cooperative working relationships with department staff (various programs, Accounting Office, Personnel Office, and the Business Services Office). Miscellaneous filings, photocopying, and distribution of reports.
Percentage	**(O) / (V)**	**Marginal Job Duties**
#%	OV	[Insert 5-7 task statements]

Supervision Received

The Student Assistant reports directly to and receives the majority of assignments from the Supervisor II (Budget Officer); however, direction and assignments may also come from the Manager II (Fiscal Officer) and Administrative Division Chief.

Supervision Exercised

None

Special Requirements/Desirable Qualifications

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization; personal computer applications such as Microsoft Word and Excel. Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and

evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work. CalHR employees are expected to model and support CalHR Core Values.

- •Strong analytical and numerical skills
- • Proficiency with Excel and basic office software
- • Attention to detail and accuracy in data work
- • Clear written and verbal communication skills
- • Ability to stay organized and manage multiple tasks
- • Professional, reliable, and able to maintain confidentiality
- • Willingness to learn budgeting and financial processes
- • Ability to work independently and as part of a team
- • Enrollment in a related field such as business, finance, economics, or public administration

Working Conditions

The duties of this position are performed indoors at the 1515 “S” Street building. The employees’ workstation is equipped with standard or ergonomic office equipment, as appropriate.

To promote collaboration, team cohesion, and employee development, CalHR operates on a hybrid schedule in accordance with both Statewide and CalHR’s Telework Policies.

Attendance

Employees must maintain regular and acceptable attendance, as determined solely by the Department. They must be regularly available on-site or virtually and willing to work the hours deemed necessary or desirable to meet the Department's business needs.

Employee Acknowledgement

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (RA). * (If you believe an RA is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the RA Coordinator.)

*****An RA is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of their job or to enjoy an equal employment opportunity.

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	**Employee Name**	**Date**

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

Supervisor Signature	**Supervisor Name**	**Date**