State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services	Analyst III	549-077-5402-001
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Budget Section	Capital Outlay Program Analyst	R01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Capital Outlay Program	Sacramento, CA	
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 general direction of the Supervisor II, the Analyst III will be singularly responsible for the development and administration of the Capital Outlay program, as well as larger support programs. This role requires a high level of skill with the ability to act independently and authoritatively. The Analyst III will also independently monitor and track the Division's bond projects. This position reports to the Supervisor II on critical budgeting issues and activities; develops and implements the Department's capital outlay program, as well as other bond funded and support programs; and direct the preparation of various reports.

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%	Act as the subject matter expert/liaison between the Budget Office, other units within the department, external organizations, such as the Department of Finance and Public Works Board, regarding the department's Capital Outlay Program. Independently responsible for the administration of the complex and critical Capital Outlay Program, including preparation of budget change proposals, writing reports, drafting letters, and providing necessary project status updates to management and other internal and external offices, ensuring all requirements and guidelines are followed. Execute and track capital outlay project submittals to Budget Office and Department of Finance/Public Works Board. Prepare and maintain financial and budget reports from submittal of project through completion and close-out. Review and recommend updates to existing procedures and/or implement new procedures, policies, and program alternatives.
30%	Singularly manage and track the complex and critical Division's bond, reimbursement and grant funds and will serve as the key advisor. Lead the coordination of the bond allocations with Department's Bond unit. Independently maintain and update division's projects on Statewide Bond Accountability website, update bond cash needs & quarterly set asides and routinely audit and report bond expenditures. Lead the tracking of reimbursable agreements and regularly assemble and submit reimbursable payment requests. Manage coordination with other staff to update reimbursement-spending needs. Innovate and implement new ideas that are operation and sustainable Department wide.
20%	Track Division's complex large support programs. Independently evaluate and track project agreements, augmentation requests, and status updates for large statewide programs. Routinely

	lead the audit of expenditures and assure costs are appropriate and within program and project agreed upon scopes. Independently prepare reports and provide program assistance to the Facilities and Development Chief (CEA) and Supervisor II, as needed.
5%	As a member of the Park Operations Administrative Services team, regularly participate in staff meetings and related efforts to improve the operational efficiency of the Division. Provide training activities, guidelines, and instructions to professional staff.

MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	Other job-related duties as assigned and necessary for operational continuity. Attend 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**