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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services	Analyst I	549-077-5157-023
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Budget Section	Budget Analyst I	R01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Budget Section	Sacramento, CA	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☑ Housing is not available		Supervisor I

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 Supervisor I, this position performs the less complex and technical budget work in the development, preparation, administration, maintenance, review and control of the Department and Conservancies' budgets. The primary focus of this position will be assisting with the budgetary review and analysis of the Department/Conservancies' state operations, capital outlay, and local assistance budget preparation, but the incumbent may also be assigned workload or projects in other areas as needed. Assignments are wide and varied, involving tight deadlines with potential for overtime while working on the development and monitoring the Department's budget.

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%	Assists program staff and conservancies in preparing less complex Budget Change Proposals (BCPs) and Capital Outlay Budget Change Proposals (COBCPs). Reviews and revises less complex BCPs/COBCPs as necessary. Assists with the analysis of the effects on overall allocations and expenditures. Assists the Budget Office team in coordinating with the Department of Finance (DOF) to finalize documents.
25%	Facilitates transfer of Budget Allotments and monitors reimbursement accounts through FI$Cal reports. Assists districts, divisions, and conservancies with the monitoring of expenditures and tracking allocations. Reviews, analyzes, and coordinates data and technical activities with the Accounting Section related to the implementation of the reimbursement program.
20%	Assists the Budget Office team with analyzing, reviewing, and preparing recommendations on the budgetary and technical aspects of reports and documents related to departmental and conservancy activities, including but not limited to Executive Orders, Budget Revisions, and Budget Letters.
10%	Responds to technical inquiries from agencies, including DOF and the Legislative Analyst's Office (LAO). Reviews technical budget information from DOF and LAO for consistency, and technical and policy compatibility with department and administrative policies. May travel to district locations with staff from DOF or LAO

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

Employee must have the ability to sit for long periods of time using a keyboard and computer monitor; Employee will work in a sixteen-story climate-controlled office under artificial light.

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