CALIFORNIA High-Speed Rail Authority

Job Description

Position Details

Classification:
Analyst II

Office:
Finance

Working Title:
Budget Analyst

Location:
Sacramento

Position Number:
311-360-5393-802

HR Approval Date/Initials:
10/19/2026 MP

CBID/Bargaining Unit: R01

Work Week Group: 2

Tenure:
Permanent

Time Base:
Full-time

Job Description Summary

Under direction of the California High-Speed Rail Authority's (Authority) Supervisor II, the Analyst II performs the more responsible, varied, and complex technical budget duties by coordinating and assisting in the development, preparation, administration, maintenance, review, and control of the Authority budget and provides consultative budget service to Authority management. The Analyst II develops program alternatives and provides recommendations to the Supervisor II for improving and maintaining the administration of the Authority's fiscal operations and assists in planning, developing, and implementing administrative processes consistent with laws, regulations, policies, and procedures.

Duties

Percentage
Essential (E)/Marginal (M)

35% (E) **Budget Development**

- Develops and reviews Budget Change Proposals, Finance Letters, Section 28.00 Letters, and memorandums to the Department of Finance (DOF).
- Prepares the Authority's Baseline Budget, past year incremental drill, supplementary budget schedules, and drills for inclusion in the Governor's Budget.
- Creates and uploads budget information into Hyperion using various budget-related processes such as Baseline Budget Adjustments (BBAs), and Revenue, Transfers, and Loans (RTLs).
- Prepares and processes Transfer of Budget Allotments.
- Makes recommendations to management for establishment of new budgeting category accounts as needed to reflect budget priorities.

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30% (E) **Budget Management**

- Reviews and updates Budget Bill Language sheets, Trailer Bill Language, and supporting documents reflecting legislative changes to the Governor's Budget.
- Reviews and validates the galley for the Governor's Budget ensuring all appropriations, program splits, revenues, and expenditures are accurately reflected.
- Tracks, reconciles, and maintains the Authority's budget and appropriation. Identifies any potential deficiencies and prepares detailed expenditure and cash flow reports for executive staff.
- Monitors and analyzes the Authority's expenditures, funds, and federal grant balances to ensure compliance with state and federal provisions, regulations, and guidelines.
- Prepares monthly and quarterly fiscal reports for management, identifying budgetary status for the Authority's funds.
- Responsible for reconciliation of encumbrances and expenditures in the Financial Information System for California (FI$Cal).
- Reviews and reconciles Purchase Orders (POs) and contracts and assists with creating POs in FI$Cal in accordance with budget plan and budget changes.
- Extracts and analyzes various data and reports from FI$Cal. Draws sound conclusions and makes recommendation to management.
- Acts as a liaison and meets with accounting staff as needed to reconcile monthly FI$Cal reports in accordance with budget plan and budget changes.

25% (E) **Budget Analysis**

- Monitors and analyzes the fiscal impacts of proposed legislation.
- Conducts research for the Authority by utilizing numerous analytical techniques including extracting, compiling, and evaluating data and develops alternative solutions.
- Prepares written recommendations and analyses to management, when requested, as it relates to special assignments or projects.
- Responds to questions posed by internal and external stakeholders.
- Acts as a liaison and meets with internal and external stakeholders on various budgetary matters.

10% (M) **Miscellaneous**

- Works on special projects and ad hoc financial reports.
- Performs other job-related duties as assigned.

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Special Requirements

The checked boxes below indicate any additional requirements of this position.

License Required	Conflict of Interest (COI)	Bilingual Required	Contract Manager	Medical Required
Yes ☐ No ☒ Type:	Yes ☐ No ☒	Yes ☐ No ☒ Language:	Yes ☐ No ☒	Yes ☐ No ☒

Other Special Requirements Information: N/A

Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization; and methods and techniques of effective communication and leadership.

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; gain and maintain the confidence and cooperation of those contacted during the course of work; and coordinate the work of others, act as a team leader, and appear before legislative or other committees.

Desirable Qualifications

- Experience working with Microsoft Office Suite: Outlook, Excel, PowerPoint, etc.
- Experience working in FI$Cal or other similar software.
- Experience with the State Budget process or an external process of similar complexity.
- Experience with bond and grant funding.
- Experience analyzing and using data to draw conclusions.
- Experience preparing reports, memos, and letters for management and stakeholders.
- Experience working in a collaborative environment.
- Knowledge of contracts, purchase orders, and invoices.
- Ability to multi-task and work independently in a fast-paced environment.
- Strong analytical ability and excellent verbal and written communication skills.

Supervision Exercised Over Others

This position does not supervise; however, at times the incumbent may perform in a lead role.

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Public and Internal Contacts

The incumbent will have regular contact with various levels of staff at the Authority, consultants, vendors, contractors, staff at other state agencies, and the public. Employees must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

While working on-site, the incumbent works in a professional office environment, in a climate-controlled area which may fluctuate in temperature and is under artificial light. The incumbent will be required to use a computer, mouse, and keyboard, and will be required to sit for long periods of time at a computer screen. Employee must be able to focus for long periods of time, manage multiple tasks, adapt to changes in priorities, and complete tasks or projects with short notice. Employee must develop and maintain cooperative working relationships and display professionalism and respect for others in all contact opportunities.

Working Conditions and Requirements

a. Schedule: A set schedule (Monday-Friday, 8:00am-5:00pm) is required for this position.
b. Telework: Part-time telework is available for this position for California residents based on the requirements of the position.
c. Travel: N/A
d. Other: N/A

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Acknowledgment and Signatures

I have read and understand the duties listed above and can perform them with/without reasonable accommodation (RA). (If you believe you may require RA, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the RA Coordinator.)

Incumbent Printed Name:	Signature:	Date:

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

Supervisor Printed Name:	Signature:	Date:

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CALIFORNIA High-Speed Rail Authority

Job Description

Position Details

Classification:
Analyst I

Office:
Finance

Working Title:
Budget Analyst

Location:
Sacramento

Position Number:
311-360-5157-802

HR Approval Date/Initials:
10/29/2026 MP

CBID/Bargaining Unit:	Work Week Group:	Tenure:	Time Base:
R01	2	Permanent	Full-time

Job Description Summary

Under supervision of the California High-Speed Rail Authority's (Authority) Supervisor II, the Analyst I assists with a variety of technical budget and fiscal activities related to the development, preparation, administration, maintenance, review, and monitoring of the Authority's budget. The incumbent compiles, reconciles, tracks, and analyzes budgetary and fiscal information; prepares reports and supporting documentation; and assists management and staff by providing budget-related information and support services. The Analyst I conducts research, gathers and evaluates data, assists with the development of procedural improvements, and prepares draft analyses and recommendations for supervisory review. The incumbent also assists with the implementation and maintenance of administrative processes and performs assigned duties in accordance with applicable laws, regulations, policies, and procedures.

Duties

Percentage
Essential (E)/Marginal (M)

35% (E) **Budget Development**

- Assists with the preparation and review of Budget Change Proposals, Finance Letters, Section 28.00 Letters, and memorandums for submission to the Department of Finance (DOF).
- Assists in compiling information for the Authority's Baseline Budget, past year incremental drill, supplementary budget schedules, and drills for inclusion in the Governor's Budget.
- Enters and updates budget information in Hyperion utilizing established budget processes, such as Baseline Budget Adjustments (BBAs) and Revenue, Transfers, and Loans (RTLs).
- Assists with processing Transfer of Budget Allotments.

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- Compiles and organizes budget information for management review regarding budget category accounts.

30% (E) **Budget Management**

- Assists with updating Budget Bill Language sheets, Trailer Bill Language, and supporting documents reflecting legislative changes to the Governor's Budget.
- Reviews budget-related documents for completeness and accuracy and identifies discrepancies for supervisory review.
- Tracks and maintains budget and appropriation records and assists in preparing expenditure and cash flow reports.
- Assists with monitoring expenditures, funds, and federal grant balances to ensure compliance with established state and federal requirements.
- Compiles information and assists in preparing monthly and quarterly fiscal reports for management.
- Assists with the reconciliation of encumbrances and expenditures in the Financial Information System for California (FI$Cal).
- Reviews Purchase Orders (POs) and contracts for accuracy and completeness and assists in creating POs in FI$Cal in accordance with established procedures.
- Extracts data and prepares reports from FI$Cal for management and staff use.
- Coordinates with accounting staff to obtain information needed for monthly reconciliations.

25% (E) **Budget Analysis**

- Assists with gathering and compiling information related to the fiscal impacts of proposed legislation.
- Conducts research and collects data using established analytical methods to support budget and program activities.
- Prepares draft summaries, reports, and recommendations for supervisory review.
- Responds to routine inquiries from internal and external stakeholders regarding budget-related information.
- Assists with coordinating and exchanging information with internal and external stakeholders on budget matters.

10% (M) **Miscellaneous**

- Assists with special projects and ad hoc financial reports as assigned.
- Maintains budget files, records, and supporting documentation.
- Performs other job-related duties as assigned.

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Other Special Requirements Information: N/A

Knowledge and Abilities

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization.

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.

Desirable Qualifications

- Experience working with Microsoft Office Suite: Outlook, Excel, PowerPoint, etc.
- Experience working in FI$Cal or other similar software.
- Experience with the State Budget process or an external process of similar complexity.
- Experience with bond and grant funding.
- Experience analyzing and using data to draw conclusions.
- Experience preparing reports, memos, and letters for management and stakeholders.
- Experience working in a collaborative environment.
- Knowledge of contracts, purchase orders, and invoices.
- Ability to multi-task and work independently in a fast-paced environment.
- Strong analytical ability and excellent verbal and written communication skills.

Supervision Exercised Over Others

This position does not supervise; however, at times the incumbent may perform in a lead role.

Public and Internal Contacts

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must handle all situations and communications tactfully and respectfully to support the Authority's mission.

Responsibility for Decisions and Consequence of Error

Assigned duties require the exercise of judgement or choice among possible actions, sometimes without clear precedents and with concern for the consequences of the action. The incumbent is subject to decreasing supervision as they progress through the ranges. The employee receives general instructions regarding the scope of and approach to projects or assignments, but procedures and techniques are left to the discretion of the employee. Errors in judgment or failure to carry out the responsibilities of this position could place the Authority in violation of state and federal requirements, which could negatively impact the Authority. The incumbent must exercise good judgment and make effective decisions to fulfill the position's responsibilities.

Physical and Environmental Demands

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Supervisor Printed Name:	Signature:	Date:

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