DUTY STATEMENT
ANALYST III

OUR VISION
Every Californian can build a thriving life in a stable home
OUR MISSION
Deliver reliable financing solutions to advance house opportunities for Californians

EMPLOYEE INFORMATION

Employee Name			Effective Date	
Classification **Analyst III**			Position Number **693-001-5402-901**	
Division/Section/Unit **Fiscal Services Division/Budgeting & Administrative Accounting Unit**				
CBID **R01**	Work Week Group **2**	Location **Sacramento, CA**	Tenure **Permanent**	Time Base **Full-Time**
Immediate Supervisor			Supervisor Classification **Accounting Administrator II**	

CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS

This position requires the incumbent to maintain acceptable, consistent, and regular attendance; communicate effectively orally and in writing in dealing with the public and/or other employees; develop and maintain knowledge and skills related to the position's specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to the Agency's policies and procedures regarding attendance, leave, and conduct.

2 CCR § 172 – General Qualifications, states in pertinent part:
The incumbent is expected to possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class.

DIVISION DESCRIPTION

The California Housing Finance Agency's (CalHFA) Fiscal Services division provides accounting safeguards for CalHFA's cash and investments and provides financial information to the executive team that is vital to the management of the Agency's products and programs.

POSITION DESCRIPTION

Under general direction of the Accounting Administrator II, the Analyst III serves as the lead Budget Analyst for CalHFA, providing advanced expertise for assisting in the development, preparation, and administration of the Agency's annual operating budget. The incumbent processes the highly complex budget transactions related to Agency procurement and leads the most difficult and high-impact budget projects requiring advanced fiscal judgement to ensure the integrity, accuracy, and strategic alignment of CalHFA's budgetary framework.

The duties contained in this job description reflect general details a 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 this classification, as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload. The duties and responsibilities also include, but are not limited to the following:

PERCENTAGE OF TIME	ESSENTIAL FUNCTIONS

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40%	**<u>Operating Budget & Fiscal Planning</u>** Serves as Lead Budget Analyst responsible for the development and coordination of the Agency's annual operating budget. Leads complex budget planning activities, preparing detailed schedules, projections, and analytical reports for Executive and Board approval. Uses Agency budget systems to develop and evaluate annual Division allocations, including personal services and operating expense methodologies, ensuring alignment with fiscal policy, historical trends, and projected needs. Independently conducts advanced data analysis and trend evaluation to inform management decisions and refine cost-allocations models across the Agency. Leads and coordinates the preparation and submission of complex Department of Finance (DOF) budget drills, exercises, and mandatory reporting requirements. Interprets DOF Budget Letters and statewide fiscal policies, advising management on implications and ensuring compliance through development of internal guidance and analytical tools. Responds to control agency inquiries, preparing issue analyses, alternative solutions, and recommendations for executive review. Participates as a consultative representative in Division and Senior Management meetings, including Executive Director budget strategy discussions. Produces the Agency's final budget display for the Governor's Budget and provides expert recommendations to support policy and funding decisions. Leads efforts to improve and enhance internal budget systems and processes to increase accuracy and transparency. Oversees the development of budget change proposals, revisions and complex budget reports, acting as a lead analyst in the absence of the Accounting Administrator II. Acts as the lead analyst in support of Government Finance Officers Association (GFOA) Budget Award requirements by coordinating agencywide documentation, ensuring alignment with GFOA standards, and guiding Divisions in producing accurate and comprehensive program data.
20%	**<u>Procurement & Contract Administration</u>** Performs advanced procurement oversight and contract management responsibilities with department-wide impact. Reviews, modifies, and approves complex requisitions and purchase orders, ensuring alignment with procurement standards, fiscal policy, and statutory requirements. Conducts in-depth audits and analysis of purchase orders, encumbrances, and contract files within Microsoft Great Plains (GP), identifying risks, compliance weaknesses, and workflow improvements. Serves as a consultative resource to program staff, the Budget and Administrative Accounting Unit, verifying fund availability, validating encumbrances, and ensuring timely and accurate invoice processing in accordance with contractual obligations. Collaborates with Procurement Unit analysts to resolve discrepancies, interpret procurement policies, and ensure consistency in agencywide procurement practices. Monitors contract expenditures, performance metrics, deliverables, and timeframes, preparing comprehensive fiscal and compliance analyses with recommendations for management action. Leads reconciliation and audit activities to maintain system integrity and ensure accurate financial reporting. Independently prepares and enters the daily transactions and journal entries related to the Multifamily (MF) Accounting Conduit Project assignments, ensuring accuracy, audit readiness, and adherence to Agency accounting standards.

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15%	**State Discount Transit Program Administration** Serves as the Lead Analyst for statewide fiscal administration of the State's Discount transit Program. Develops, implements, and evaluates program procedures, workflows, and internal control to ensure compliance with state requirements and Agency policy. Independently prepares, audits, and reconciles monthly statement of accounts, including complex fiscal reviews of documentation, ridership data, and vendor billing. Conducts advanced audits and reconciliation of transit agency statement, identifying trends, discrepancies, and areas requiring corrective action. Coordinates with transit agencies, Budget and Administration Accounting, Procurement units to maintain financial records. Prepares analytical reports, fiscal impact statements, and policy recommendation for senior leadership, identifying emerging trends and program risks. Provides statewide program guidance, technical expertise, and training to CalHFA staff and participating agencies. Leads system setup, vendor onboarding, and reconciliation processes, to ensure consistent operations. Leads system setup, vendor onboarding, documentation development, and process improvements to enhance statewide program efficiency and accountability.
10%	**Agency Reporting Financial Reporting & Position Control** Produces, analyzes, and evaluates complex budget-to-actual reports for Executive Management, identifying trends, risks, and operational impacts. Leads coordination with program management and Human Resources (HR) on position control, performing advanced reconciliations of positions, allocations, and payroll data. Analyzes State Controller's Office (SCO) payroll data for budgeting and prepares monthly Personal Services reports. Evaluates historical expenditures for Pro Rata and cost allocations trends and prepares reports for management. Refines fixed allocation account methodologies and prepares travel expenditure analyses for managers.
10%	**Expenditure Oversight, Claim Processing & Reporting** Provides leadership in the oversight of all non-operating fund expenditures, conducting complex analysis of spending patterns, and preparing detailed financial and policy reports for Division Directors. Serves as lead in the development, review and submission of claim schedules to SCO, ensuring compliance with statutory requirements and timely payment processing. Collaborates with unit leads and subject matter experts on complex fiscal transactions, providing expert consultation, technical guidance, and interpretation of fiscal policies, procedures, and statutory requirements. Identifies operational and policy gaps, recommends solutions, and develops improved procedures to strengthen internal controls and workflow efficiency.
PERCENTAGE OF TIME	**MARGINAL FUNCTIONS**
5%	Stays abreast with current knowledge of policies and procedures, participates in special projects, attends staff meetings and training, provides work status reports, and performs other duties as required within the scope of the assigned classification.

PERSONAL CONTACTS

- Daily contact with the public, all levels of departmental staff, state control agencies, and business partners.

SPECIAL REQUIREMENTS

- Overtime may be required

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- There will be vacation restrictions and limitations during the financial audit period, the creation of the Agency's Annual Comprehensive Financial Report (ACFR) and Popular Annual Financial Report (PAFR)

WORK ENVIRONMENT

- Prolonged sitting
- Works in a high-rise building
- Uses a computer keyboard and reads from computer screens several hours a day

PHYSICAL ABILITIES

- Occasionally transport up to 20 lbs.

TRAVEL

- Occasional travel may be required within and/or outside the state of California via private or public transportation (i.e., automobile, airplane, etc.)
- Travel may include overnight stay

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties listed above and I certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties as described above with or without reasonable accommodation. (If a reasonable accommodation 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 Human Resources.)

Employee Name	Employee Signature	Date

SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and 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	Supervisor Signature	Date