CMD 900-54
(Rev. Dec 2023)

DUTY STATEMENT

☐	Current
☒	Proposed

Position Classification: Analyst I	**Working Title:** Budget Analyst
Position Number: 006-675-5157-707	**CBID:** R01
Work Week Group: 2	**Work Hours:** 7:00 AM - 3:30 PM
Command/Directorate/Unit: Camp Roberts, Department of Public Works, Supply & Services	**Physical Work Location:** Highway 101 Bldg. 3022 Camp Roberts, CA 93451
Supervisor Name: Adriena Tatum	**Supervisor Classification/Rank:** State Active Duty / Chief Warrant Officer 2
Current Incumbent: Vacant	**Effective Date:** TBD

Position Requirements:

☐ Conflict of Interest Filer (Form 700)
☐ California Driver's License
☐ Class A ☐ Class B ☐ Class C
☐ Class C w/Endorsement: _____
☐ Occasional Travel
☐ Other (Specify)
_____

As an employee of the CA Military Department (CMD), you are required to perform the "essential functions" of the job, with or without reasonable accommodation. You are expected to work cooperatively with all internal/external staff, to provide the highest level of customer service possible while meeting the CMD mission. All employees are required to treat others fairly, honestly, and with respect.

Position Description: Under the general supervision of the Director of Public Works and the Supply and Services Manager, the Analyst I performs fiscal and consultative services in accounting and budgeting. Reviews data and performs analysis for a variety of financial transactions ensuring compliance with State and Federal laws.

Essential Functions:

50%	Resource Management and Budget Administration • Develops and maintains working knowledge of California Military Department (CMD) resource management policies, fiscal procedures, and funding requirements to assist Department of Public Works (DPW) personnel with routine fiscal matters. • Assists with monitoring operating budgets, including Sustainment, Restoration, and Modernization (SRM) funding, to support effective resource allocation and compliance with applicable fiscal requirements. • Tracks, reconciles, and maintains records of allocated, obligated, expended, and available funds across multiple funding accounts, identifying discrepancies and recommending corrective actions for supervisory review. • Reviews requests for goods and services to verify funding availability, appropriate fund sources, and compliance with established fiscal requirements. • Prepares and issues fund code documentation for purchase requests processed by Field Procurement Personnel (FPP). • Coordinates with Resource Management and program personnel to resolve funding discrepancies, address fiscal concerns, and support accurate accounting of financial transactions. • Compiles fiscal reports, reviews expenditure trends, and assists in identifying potential funding shortfalls to support budget planning and resource allocation.
30%	Procurement and Acquisition • Prepares and processes procurement packages for the acquisition of goods and services through the Financial Information System for California (FI$Cal), ensuring accuracy, completeness, and compliance with applicable purchasing requirements.

	• Solicits vendor quotations, compares pricing and availability, and assists with procurement activities in accordance with established purchasing procedures. • Reviews procurement requests and supporting documentation for accuracy, completeness, and compliance with Department of General Services (DGS), CMD, and applicable state purchasing requirements prior to submission for approval. • Provides assistance and guidance to field personnel regarding purchasing procedures, contracting documentation, and procurement processing requirements. • Completes required annual acquisition training and other applicable professional development requirements.
15%	• Participates in budget discussions, staff meetings, and departmental coordination activities to communicate fiscal information, address routine operational concerns, and support Resource Branch objectives. • Prepares fiscal information and provides updates to the immediate supervisor and DPW Director regarding budget status, funding discrepancies, and matters requiring management attention. • Researches discrepancies involving travel claims, vendor invoices, and payment disputes, coordinating with appropriate personnel to facilitate resolution.

Non-Essential/Marginal Functions:

5%	Other duties as assigned.

Knowledge, Skills, and Abilities:

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

Required Qualifications: N/A

Desirable Qualifications:

- Ability to communicate effectively, professionally, and tactfully, both verbally and in writing, with staff, management, and external stakeholders.
- Ability to establish and maintain effective working relationships and collaborate with colleagues and internal and external agencies.
- Ability to analyze information, identify discrepancies, and apply sound judgement.
- Ability to adapt to changing priorities, operational requirements, and organizational needs while maintaining accuracy and efficiency.
- Basic knowledge of budgeting, accounting principles, procurement processes, and fiscal management practices.
- Proficiency in Microsoft Office applications, particularly Excel, Outlook, and Teams, with the ability to organize and maintain financial information.
- Ability to interpret and apply written and verbal instructions, policies, regulations, and established procedures.
- Demonstrated initiative, attention to detail, organizational skills, and commitment to continuous learning and professional development.

Work Environment: Employees work in a climate-controlled office under artificial lighting and may have to sit or stand for prolonged periods of time. Military environment.

Physical/Mental Abilities:

- Ability to occasionally lift and carry office materials weighing up to 25 pounds, with or without reasonable accommodation.
- Ability to analyze information, exercise sound judgment, and make timely, accurate decisions.
- Ability to read, comprehend, interpret, and apply written and verbal instructions, policies, and procedures.
- Ability to identify problems, evaluate alternatives, and recommend appropriate solutions.
- Ability to organize multiple assignments, maintain attention to detail, and adjust to changing priorities and deadlines.

Equipment Used: Typical office equipment: computer, monitors, telephone, calculator, handheld radio, copier, scanner, and printer. Microsoft office programs include Word, Excel, Access, Outlook calendar, email, and Microsoft Teams.

Employee Certification:
This duty statement reflects the general duties which describe the essential functions of the job. It is not considered an all-inclusive listing of work requirements. I have read and discussed the duties of this position with my supervisor; and understand I may perform other duties as assigned, including, but not limited to, work in other functional areas to cover absences; peak work periods; or balance workload.
I certify that I possess qualifications, including, but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. I am also able to perform the assigned duties with or without reasonable accommodation. However, should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide the information to the Return-To-Work Coordinator.
I have read and discussed these duties with my supervisor:

Employee Name (Print)	Employee Signature	Date

Supervisor Statement:
I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	Supervisor Signature	Date

C&P Analyst Initials	Approval Date:

CMD 900-54
(Rev. Dec 2023)

DUTY STATEMENT

☐	Current
☒	Proposed

Position Classification: Analyst II	**Working Title:** Budget Analyst
Position Number: 006-675-5393-707	**CBID:** R01
Work Week Group: 2	**Work Hours:** 7:00 AM - 3:30 PM
Command/Directorate/Unit: Camp Roberts, Department of Public Works, Supply & Services	**Physical Work Location:** Highway 101 Bldg. 3022 Camp Roberts, CA 93451
Supervisor Name: Adriena Tatum	**Supervisor Classification/Rank:** State Active Duty / Chief Warrant Officer 2
Current Incumbent: Vacant	**Effective Date:** TBD

Position Requirements:

☐ Conflict of Interest Filer (Form 700)
☐ California Driver's License
☐ Class A ☐ Class B ☐ Class C
☐ Class C w/Endorsement: _____
☐ Occasional Travel
☐ Other (Specify)
_____

As an employee of the CA Military Department (CMD), you are required to perform the "essential functions" of the job, with or without reasonable accommodation. You are expected to work cooperatively with all internal/external staff, to provide the highest level of customer service possible while meeting the CMD mission. All employees are required to treat others fairly, honestly, and with respect.

Position Description: Under the general direction of the Director of Public Works and the Supply and Services Manager, the Analyst II performs fiscal and consultative services in accounting and budgeting. Reviews data and performs analysis for a variety of complex financial transactions ensuring compliance with State and Federal laws.

Essential Functions:

50%	Resource Management and Budget Administration • Develops and maintains comprehensive knowledge of California Military Department (CMD) resource management policies, fiscal procedures, and funding requirements, providing technical guidance to Department of Public Works (DPW) personnel and leadership. • Monitors operating budgets, including Sustainment, Restoration, and Modernization (SRM) funding, to ensure effective resource allocation and compliance with applicable fiscal requirements. • Tracks, reconciles, and maintains accurate records of allocated, obligated, expended, and available funds across multiple funding accounts, identifying discrepancies and coordinating corrective actions. • Reviews requests for goods and services to verify funding availability, appropriate fund sources, and compliance with established fiscal requirements. • Prepares and issues fund code documentation for purchase requests processed by Field Procurement Personnel (FPP). • Coordinates with Resource Management and program personnel to resolve funding discrepancies, address fiscal concerns, and ensure proper accounting of financial transactions. • Prepares fiscal reports, analyzes expenditure trends, and identifies potential funding shortfalls to support budget planning and resource allocation.
30%	Procurement and Acquisition • Prepares and processes procurement packages for the acquisition of goods and services through the Financial Information System for California (FI$Cal), ensuring accuracy,

	completeness, and compliance with applicable purchasing requirements. • Solicits vendor quotations, evaluates pricing and availability, and coordinates procurement activities in accordance with established purchasing procedures. • Reviews procurement requests and supporting documentation to verify accuracy, completeness, and compliance with Department of General Services (DGS), CMD, and applicable state purchasing requirements prior to submission for approval. • Provides training and technical assistance to field personnel regarding purchasing procedures, contracting documentation, and procurement processing requirements. • Completes required annual acquisition training and other applicable professional development requirements.
15%	• Participates in budget discussions, staff meetings, and departmental coordination activities to address fiscal matters, communicate operational needs, and support Resource Branch objectives. • Briefs the immediate supervisor and DPW Director on fiscal matters, budget concerns, and issues requiring management attention. • Reviews and processes state travel requests and expense claims in accordance with applicable state travel policies and reimbursement requirements. • Researches and resolves discrepancies involving travel claims, vendor invoices, and payment disputes, coordinating with appropriate personnel to facilitate resolution. • Provides lead direction and operational support in the absence of the immediate supervisor, assisting with workload coordination, assignment prioritization, and continuity of Resource Branch operations.
Non-Essential/Marginal Functions:	
5%	Other duties as assigned.

Knowledge, Skills, and Abilities:

Knowledge of: Principles, practices, and trends of public and business administration, management, supportive staff services, and governmental functions and organization; methods and techniques of effective communication and leadership
Skills: N/A
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; coordinate the work of others, act as a team leader, and appear before legislative or other committees.

Required Qualifications: N/A

Desirable Qualifications:

- Ability to communicate effectively, professionally, and tactfully, both verbally and in writing, with staff, management, and external stakeholders.
- Demonstrated ability to establish and maintain effective working relationships, foster collaboration, and build trust among colleagues and internal and external agencies.
- Ability to analyze complex issues, exercise sound judgment, and develop practical solutions consistent with established policies and procedures.
- Ability to adapt to changing priorities, operational requirements, and organizational needs while maintaining accuracy and efficiency.
- Knowledge of budgeting, accounting principles, procurement processes, and fiscal management practices.
- Proficiency in Microsoft Office applications, particularly Excel, Outlook, and Teams, with the ability to organize, analyze, and present financial information.

- Ability to interpret, understand, and apply written and verbal instructions, policies, regulations, and established procedures.
- Demonstrated initiative, attention to detail, organizational skills, and commitment to continuous learning and professional development.

Work Environment: Employees work in a climate-controlled office under artificial lighting and may have to sit or stand for prolonged periods of time. Military environment.

Physical/Mental Abilities:

- Ability to occasionally lift and carry office materials weighing up to 25 pounds, with or without reasonable accommodation.
- Ability to analyze information, exercise sound judgment, and make timely, accurate decisions.
- Ability to read, comprehend, interpret, and apply written and verbal instructions, policies, and procedures.
- Ability to identify problems, evaluate alternatives, and implement appropriate solutions.
- Ability to manage multiple assignments, maintain attention to detail, and adapt to changing priorities and deadlines.

Equipment Used: Typical office equipment: computer, monitors, telephone, calculator, handheld radio, copier, scanner, and printer. Microsoft office programs include Word, Excel, Access, Outlook calendar, email, and Microsoft Teams.

Employee Certification:

This duty statement reflects the general duties which describe the essential functions of the job. It is not considered an all-inclusive listing of work requirements. I have read and discussed the duties of this position with my supervisor; and understand I may perform other duties as assigned, including, but not limited to, work in other functional areas to cover absences; peak work periods; or balance workload.

I certify that I possess qualifications, including, but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. I am also able to perform the assigned duties with or without reasonable accommodation. However, should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide the information to the Return-To-Work Coordinator.

I have read and discussed these duties with my supervisor:

Employee Name (Print)	Employee Signature	Date

Supervisor Statement:

I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	Supervisor Signature	Date

C&P Analyst Initials	Approval Date: