CALIFORNIA High-Speed Rail Authority

Job Description

Position Details

Classification:
Analyst III

Office:
Finance

Working Title:
Budget Specialist

Location:
Sacramento HQ

Position Number:
311-360-5402-002

HR Approval Date/Initials:
10/21/2026 MP

CBID/Bargaining Unit: R01

Work Week Group: E

Tenure:
Permanent

Time Base:
Full-Time

Job Description Summary

Under general direction of the Supervisor II, the Analyst III will act as the Subject Matter Expert (SME) and performs the most complex research and analytical work required for the development and implementation of the California High-Speed Rail Authority's (Authority) budgetary items, including but not limited to preparing various drills related to the annual Governor's Budget, monitoring the Authority's appropriations and expenditures, management and oversight of the Capital Outlay program and expenditures, and crafting well-written reports and providing concise presentations. The incumbent oversees and reviews various levels of research-based data, reports, and expenditures, conducts thorough analysis, and makes recommendations to upper management, executives, and various stakeholders.

Duties

Percentage
Essential (E)/Marginal (M)

35% (E) **Budget Development**

- Independently 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, and supplementary budget schedules and drills for inclusion in the Governor's Budget.
- Prepares monthly Commercial Paper requests to the State Treasurer's Office (STO).
- Prepares the General Obligation Cashflow Survey for bond funds biannually to DOF.
- Prepares and processes Transfer of Budget Allotments.

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- Creates and uploads budget information into Hyperion using various budget-related processes such as Baseline Budget Adjustments (BBAs), and Revenue, Transfers, and Loans (RTLs).
- Initiates, develops, implements, and monitors the Capital Outlay program budget and workplans. Independently conducts thorough analysis and develops solutions or recommendations for the program's resource requirements and supporting materials.
- Responsible for the development, entry, and tracking of fiscal year budget allocations. Ensures allocation requests are in accordance with the Business Oversight Committee approvals.

30% (E) **Budget Management**

- Independently 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.
- Prepares reports to the Federal Railroad Administration regarding the Authority's Proposition1A fund balance.
- 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$Cal. Draws sound conclusions and makes recommendation to management.
- Acts as a liaison and meets with various Authority Offices, upper management, and accounting staff as needed to reconcile FI$Cal reports and data in accordance with budget plan and budget changes.
- Oversees, reconciles, and maintains various funds and grants appropriations.

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- Independently reviews, validates, and processes various fiscal requests including, but not limited to contracts, POs, grants, and personnel action, etc.
- Ensures funding is available to carry out budgetary requests, coding information matches programmatic allocations, internal control processes are met, proper documentation supports requests, and reports are thorough for upper management and executive review and approval.

20% (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.
- Works directly with various Authority Office staff; Agency staff; control agencies such as DOF, STO, State Controller's Office (SCO); and the Legislative Analyst's Office (LAO) to provide expertise on miscellaneous budgetary matters.

10% (E) **Miscellaneous**

- Completes and leads special assignments, projects, and ad hoc financial reports.
- Develops, maintains, and implements comprehensive Legislative bill analyses, policies, and procedures according to state and federal guidelines.
- Ensures compliance with all legal requirements involving the Authority's appropriations, cost recovery, and fee programs.
- Serves as back-up to team members in their absence.
- May assist the High-Speed Rail Authority Office of Inspector General with some budgetary drills as needed.

5% (M) **Miscellaneous**

- Performs other job-related duties as required.

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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:

Conflict of Interest (COI) - This position is designated under the Conflict-of-Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The employee is required to complete form 700 within 30 days of assuming employment. Failure to comply with the Conflict-of-Interest Code requirements may result in disciplinary action.

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; and principles, problems, and procedures of program planning, public administration, and the legislative processes; principles, practices and trends of organization and management; planning, implementation, monitoring and evaluation methodology; organizing and conducting surveys; and research techniques.

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; and coordinate the work of others, act as a team leader, and appear before legislative or other committees; and analyze legislation, identify concerns, and make recommendations to management; recognize and evaluate emerging trends; plan, develop and coordinate program activities; plan, design, implement and evaluate programs and projects; recommend standards, policies and procedures; conduct research and analysis of quantitative and qualitative data; analyze sensitive and controversial situations accurately, take appropriate action and communicate sensitive and controversial topics and decisions effectively; evaluate the work of others in accomplishing complex tasks; and effectively communicate difficult technical concepts.

Desirable Qualifications

- State budget process experience (budget cycle, drills, legislation, BCPs, etc.) or external process with similar complexity.
- Experience working with bonds and grant funding.
- Experience with capital outlay budgets or projects.
- Knowledge of contracts, purchase orders, and invoices.
- Ability to manage multiple tasks, exercise a high degree of confidentiality, initiative, responsibility, and independence in a fast-paced work environment.
- Experience working collaboratively in a team setting. Experience analyzing and using data to draw sound conclusions.
- Ability to work well under pressure and meet deadlines.
- Ability to maintain professional and courteous working relationships with colleagues, management, executive level staff, and internal/external stakeholders.
- Experience working in FI$Cal, CalSTARS, or other complex financial systems.
- Experience working with Microsoft Office Suite: Outlook, Excel, Word, PowerPoint, Teams, etc.
- Experience monitoring appropriations, expenditures, and budget balances.
- Experience performing complex fiscal analysis.
- Experience working with Adobe Acrobat.
- Experience preparing and presenting financial reports, memos, and other information for management and stakeholders.
- Possess strong analytical skills, good research skills, verbal and written communication skills, effective time management skills, and good attendance.

Supervision Exercised Over Others

This position does not supervise; however, at times incumbent may perform as a lead-worker or project manager role.

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, control 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 is responsible for a program or function and is expected to carry out necessary activities without direction, except as new or unusual circumstances require. 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. Errors on funding reports result in improper disclosure of the expenditures and revenues and could cause the Authority to violate constitutional and statutory constraints. Inappropriate utilization of bond funds could cause the Authority to be in violation of the United States Internal Revenue Service (IRS) rules for utilizing bond proceeds and require

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the Authority to pay a penalty fee to the IRS. 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

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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