1. POSITION INFORMATION

Civil Service Classification
Staff Services Analyst

Working Title
Fiscal Analyst

Employee Name
Vacant

Position Number
791-750-5157-7XX

Project/Division Name
Child Welfare Digital Services

Supervisor’s Name
Erica Porter

Unit
State and Federal Funding and Reporting

Supervisor’s Classification
Staff Services Manager I

Physical Work Location
2870 Gateway Oaks Drive, Sacramento 95833

Duties Based on:
☐ Full Time  ☐ Part Time - Fraction

Revision Date
4/12/2018

2. REQUIREMENTS OF POSITION

Check all that apply:
☒ Conflict of Interest Filing (Form 700) Required
☐ Requires Fingerprinting & Background Check
☐ May be Required to Work in Multiple Locations
☐ Other (specify below in Description)

Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):

3. DUTIES AND RESPONSIBILITIES OF POSITION

IT Domains used:

☐ Business Technology Management
☐ Information Technology Project Management
☐ Client Services
☐ Software Engineering
☐ Information Security Engineering
☐ System Engineering

Summary Statement ( Briefly describe the position’s organizational setting and major functions):
Under the supervision of the State and Federal Funding and Reporting Manager, the Staff Services Analyst (SSA) is responsible for performing the less complex activities that are essential to effective budget development and maintenance, fiscal monitoring, analysis, reporting, and planning for the Child Welfare Digital Services Division (CWDS). The SSA will receive guidance from the State and Federal Funding and Reporting Manager to carry out the duties. The SSA will function in a fast paced, ever changing environment which requires the incumbent to have strong analytical skills, superb communication, excellent organizational skills, and a high degree of integrity. The incumbent will be responsible for supporting the day to day budget and fiscal tasks to ensure compliance and CWDS’ fiduciary responsibilities are met. Assignments and tasks may be highly sensitive and confidential.

<table>
<thead>
<tr>
<th>Percentage of Duties</th>
<th>Essential Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>40%</td>
<td>Develop, review, and maintain, CWDS’ budget documents of such as Budget Change Concepts, and Budget Change Proposals in accordance with state and federal polices for submission during the November Subvention and May Revise budget process. Develop project presentations using MS PowerPoint.</td>
</tr>
</tbody>
</table>

Rev. 02/18
<table>
<thead>
<tr>
<th>Percentage of Duties</th>
<th>Marginal Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>30%</td>
<td>Research historical narrative of fiscal/budget project-approval documents in preparation of Economic Analysis Worksheets, Special Project Reports, Supplementary Premise Information documents, and federal Advance Planning Document Updates. Interact, coordinate and collaborate with staff, federal government, CWDS' Project staff, other state, and county staff, to obtain fiscal information to develop project approval documents. Assists in coordination and collaboration on project issues of average complexity, to ensure that the Fiscal Unit is responsive to the needs of CWDS' Project.</td>
</tr>
<tr>
<td>20%</td>
<td>Review, develop, process, and track contracts/invoices, reconcile monthly expenditure reports, and budget monitoring. Analyze, verify, and monitor expenditures against contract activities and contract budgets. Interpret contract language, and develop budget/expenditure reports using MS Excel or MS Access, for management review and updates. Make necessary changes to expenditure processes resulting from negotiated contract changes with vendors or initiated amendments.</td>
</tr>
<tr>
<td>15%</td>
<td>Assists with research and analysis of fiscal and budget issues/projects of average complexity for CWDS, control agencies, the Federal Administration for Children and Families, and other stakeholders. Respond to questions and information requests from internal and external customers, such as the Legislative Analyst Office, Office of the Chief Information Officer, federal government, and counties.</td>
</tr>
<tr>
<td>5%</td>
<td>Perform other work – related duties as assigned.</td>
</tr>
</tbody>
</table>

### WORK ENVIRONMENT (Choose all that apply from the drop-down menus)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Standing</td>
<td>Infrequent (7-12%)</td>
</tr>
<tr>
<td>Walking</td>
<td>Infrequent (7-12%)</td>
</tr>
<tr>
<td>Lighting</td>
<td>Artificial Lighting</td>
</tr>
<tr>
<td>Lifting</td>
<td>Not Applicable</td>
</tr>
</tbody>
</table>

**Other:**

- **Type of Environment:**
  - a. High Rise
  - b. Cubicle

- **Interaction with Public:**
  - a. Required to assist customers on the phone and in person.
  - b. Select
  - c. Select

### SUPERVISION

Supervision Exercised (e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)

None.

### SIGNATURES

**Employee's Statement:**

I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

**Employee’s Name (Print)**

**Employee’s Signature**

**Date**
** Supervisor’s Statement:**
I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

<table>
<thead>
<tr>
<th>Supervisor’s Name (Print)</th>
<th>Erica Porter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor’s Signature</td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
</tbody>
</table>

### 7. HRD USE ONLY

#### Human Resources Division Approval

<table>
<thead>
<tr>
<th>Duties meet class specification and allocation guidelines.</th>
<th>HR Analyst initials</th>
<th>Date approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional allocation, 625 on file.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

---

** AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE’S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR’S DROP FILE
DUTY STATEMENT

1. POSITION INFORMATION

Civil Service Classification
Associate Governmental Program Analyst
Working Title
Fiscal Analyst
Fiscal Analyst

Employee Name
Vacant
Position Number
791-750-5393-709

Project/Division Name
Child Welfare Digital Services
Supervisor's Name
Erica Porter

Unit
State and Federal Funding and Reporting
Staff Services Manager I

Physical Work Location
2870 Gateway Oaks Drive, Sacramento 95833

Duties Based on:
[ ] Full Time  [ ] Part Time - Fraction

Revision Date
4/12/2018

2. REQUIREMENTS OF POSITION

Check all that apply:

[ ] Conflict of Interest Filing (Form 700) Required
[ ] May be Required to Work in Multiple Locations

[ ] Requires Fingerprinting & Background Check
[ ] Other (specify below in Description)

Description of Position Requirements (e.g., the position may move from project to project upon business need, managing staff at an alternate location, graveyard/swing shift, frequent travel, etc.):

3. DUTIES AND RESPONSIBILITIES OF POSITION

IT Domains used:

[ ] Business Technology Management
[ ] Information Technology Project Management

[ ] Client Services
[ ] Software Engineering

[ ] Information Security Engineering
[ ] System Engineering

Summary Statement (Briefly describe the position’s organizational setting and major functions):

Under the general direction of the State and Federal Funding and Reporting Manager, The Fiscal Analyst is responsible for independently performing the most complex activities that are essential to effective budget development and maintenance, fiscal monitoring, analysis, reporting, and planning for the Child Welfare Digital Services Division (CWDS). The Fiscal Analyst will function in a fast paced, ever changing environment which requires strong analytical skills, superb communication, excellent organization skills, and a high degree of integrity and independence. The Fiscal Analyst is responsible for supporting the day to day budget and fiscal tasks to ensure compliance and CWDS’ fiduciary responsibilities are met. Assignments and tasks are highly sensitive and confidential.

<table>
<thead>
<tr>
<th>Percentage of Duties</th>
<th>Essential Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td>35%</td>
<td>Develop narrative and fiscal/budget information in project-approval such as Economic Analysis Worksheets, Special Project Reports, Supplementary Premise Information documents, and Federal Advance Planning Document updates. Coordinate and collaborate with staff, Federal Government, CWDS’ Project staff, other State, and county staff, to obtain fiscal information to develop project-approval documents. Collaborate on project issues to ensure that the Fiscal Unit is responsive to the needs of the CWDS’ Project.</td>
</tr>
</tbody>
</table>

Rev. 02/18
25% Develop and organize CWDS' budget documents in accordance with state and federal policies for submission during the November Subvention and May Revise budget process, including the development of Budget Change Concepts, Budget Change Proposals, Supplementary Premise Information documents, and Spring Finance letters, requesting approvals for funding of project activities by federal, state, and county dollars, develop narrative descriptions and justifications of the proposed changes. Develop and identify allocation methodologies to determine appropriate allocation funding levels for all project activities. Develop project presentations using MS PowerPoint. Perform special assignments in support of the CWDS' Project as assigned such as control agency drills or Legislative requests for information.

20% Develop, process, and track contracts/invoices, perform all activities related to expenditure tracking, monthly expenditure reconciliations, budget monitoring, budget planning, and fiscal projections. Analyze, verify, and monitor expenditures against contract activities and contract budgets. Interpret contract language and develop complex detailed budget/expenditure reports using MS Excel or MS Access, for management review and updates. Develop necessary changes to expenditure processes resulting from negotiated contract changes with vendors or initiated amendments. Recommend innovative solutions for streamlining fiscal processes, perform issue resolution, coordinate replacement consultants, and follow through on approvals of any changes. Validate invoices against approved payments as identified in the Statement of Work, identify problems and make recommendations to management on resolution.

15% Independently research and analyze complex fiscal and budget issues/projects for CWDS, control agencies, the Federal Administration for Children and Families, and other stakeholders. Develop issue papers and recommendations on funding and operational issues, in accordance to state and federal policies. Respond to questions and information requests from internal and external customers, such as the Legislative Analyst Office, Office of the Chief Information Officer, federal government, and counties.

Percentage of Duties | Marginal Functions
--- | ---
5% | Perform other duties as assigned.

4. WORK ENVIRONMENT (Choose all that apply from the drop-down menus)

- Standing: Infrequent (7-12%)
- Sitting: Frequent (51-75%)
- Walking: Infrequent (7-12%)
- Temperature: Temperature Controlled Office Environment
- Pushing/Pulling: Not Applicable
- Lighting: Artificial Lighting
- Bending/Stooping: Not Applicable
- Lifting: Not Applicable
- Other:

Type of Environment: a. High Rise b. Cubicle
d. Required to assist customers on the phone and in person. b. Select  c. Select.

5. SUPERVISION

Supervision Exercised (e.g., Directly – 1 Information Technology Supervisor II; Indirectly – 5 Information Technology Associates)
None.
6. SIGNATURES

**Employee’s Statement:**
I have reviewed and discussed the duties and responsibilities of this position with my supervisor and have received a copy of the Duty Statement and can perform the duties outlined above without a Reasonable Accommodation.

Employee’s Name (Print)

Employee’s Signature

Date

**Supervisor’s Statement:**
I have reviewed the duties and responsibilities of this position and have provided a copy of the Duty Statement to the Employee.

Supervisor’s Name (Print)
Erica Porter

Supervisor’s Signature

Date

7. HRD USE ONLY

**Human Resources Division Approval**

- Duties meet class specification and allocation guidelines.
- Exceptional allocation, 625 on file.

HR Analyst initials

Date approved

**Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)**

* If a Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation form and submit to Human Resource Division (HRD), Reasonable Accommodation Coordinator.

List any Reasonable Accommodations Made:

---

**AFTER SIGNATURES ARE OBTAINED:**
- SEND THE ORIGINAL DUTY STATEMENT TO HRD TO FILE IN THE EMPLOYEE’S OFFICIAL PERSONNEL FILE (OPF)
- PROVIDE A COPY TO THE EMPLOYEE
- FILE A COPY IN THE SUPERVISOR’S DROP FILE