

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

RPA NUMBER 26350	DGS OFFICE or CLIENT AGENCY Enterprise Technology Solutions	
UNIT NAME Administrative Office	REPORTING LOCATION 707 3rd Street, West Sacramento, CA 95605	
SCHEDULE (DAYS / HOURS) Monday-Friday/ 8:00 a.m. to 5:00 p.m.	POSITION NUMBER 306-072-5393-008	CBID R01
CLASS TITLE Associate Governmental Program Analyst	WORKING TITLE Budget Analyst	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

CORE VALUES / MISSION Rank and File Supervisor Specialist Office of Administrative Hearings Client Agency

The Department of General Services (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations.

POSITION CONCEPT

Under direction of the Staff Services Manager I (SSMI), the Associate Governmental Program Analyst (AGPA) in the Department of General Services, Enterprise Technology Solutions (ETS) in the Administration Office Unit this position serves as the budget analyst for ETS and is responsible for complex fiscal and budgetary analysis and oversight of the ETS budget.

SPECIAL REQUIREMENTS Conflict of Interest Medical Evaluation Background Evaluation Background Evaluation FTB Office Technician (Typing)

Conflict of Interest

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 appointee is required to complete Form 700 within 30 days of appointment.

ESSENTIAL FUNCTIONS

PERCENTAGE	DESCRIPTION
35%	Budget Analyst - Monitoring & Reconciliation Monitors ETS's financial status in coordination with the Office of Fiscal Services, Accounting Section by monitoring and reconciling data on transactions and expenditures, conducting fiscal analysis, performance and compliance audits, reviewing and reconciling accounts, records and reports of ETS operations, analyzing organizational policies and procedures for efficiency and effectiveness, and verifying reconciliations of transactional data in order to determine if financial statements accurately reflect financial status and transactions, and make recommendations to ETS management on complex budgetary issues to ensure stated goals and outcomes are accomplished in accordance with statutes, regulations, and pertinent law.
25%	Budget Analyst - Projection Prepares monthly budget and project activity reports for ETS based on information from the Office of Fiscal Services by performing trend analysis on specific budget allocations, tracking and monitoring fiscal activity and identifying funding needs for services utilizing the Financial Information System of California (FI\$Cal) data and Excel tracking documents in order to make recommendations for business decisions and to forecast and project future costs and funding needs to ensure budget allotments are properly developed and that expenditures remain within approved authority.
15%	Completes annual Information Technology Cost Report (ITCR) by gathering, validating, and categorizing procurement data on an ongoing basis in order to follow the California Department of

DUTY STATEMENT

DGS OHR 907 (Rev. 09/2022)

 Current Proposed

PERCENTAGE	DESCRIPTION
	Technology (CDT) mandated reporting requirements to ensure compliance with Section 4309.2 of the State Administrative Manual and the Statewide Information Management Manual utilizing Excel, SharePoint, ServiceNow, and FI\$Cal.
10%	Coordinates invoice approvals, and oversees invoices, reverting encumbrances, intrafund billing, and invoices paid through Electronic Fund Transfer by analyzing purchase orders and invoices, maintaining tracking system(s), submitting reports, collaborating with stakeholders and customers, and escalating issues to the Administration Manager in order to monitor ETS' financial status and resolve invoice disputes in accordance with SRF Fiscal Services Directive, Prompt Payment Act per Government Code Section 927, et seq., utilizing Outlook, Excel, SharePoint, Teams, ServiceNow, and FI\$Cal.
10%	Maintains Inter-Agency Agreements (IAA) in collaboration with the Account Analysis Unit by collaborating on the IAA Statements of Work (SOW) to ensure the agreement complies with the State Contracting Manual Volume F (1.A9.0 and 6.8.3), and by completing and submitting billing transmittals in order to bill customers for IT Services provided by ETS to ensure proper monitoring and tracking of expenditures for budgeting purposes and compliance with all applicable laws, policies, and procedures utilizing the Microsoft Office Suite and FI\$Cal.

MARGINAL FUNCTIONS

PERCENTAGE	DESCRIPTION
5%	Performs miscellaneous administrative duties and provide back-up assistance for other administrative staff when they are absent or on assignment by attending team meetings and addressing impromptu customer requests, utilizing ServiceNow, Outlook, MS Teams, and other collaborative tools in order to foster a supportive team atmosphere and to ensure excellent customer service.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

This position is Hybrid and eligible for telework up to three (3) days a week, in accordance with the Statewide Telework Policy, and will be required to report to the office as needed/required. The successful candidate must reside in California upon appointment.

You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

I have discussed with my supervisor and understand the duties of the position and have received a copy of the duty statement.

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED

I have discussed the duties of the position with the employee and certify the duty statement is an accurate description of the essential functions of the position.

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED