

☒ **PROPOSED**

☐ **CURRENT**

DUTY STATEMENT

Note: Shaded area is for Personnel Office use only.

PERSONNEL REQUEST NO.		EFFECTIVE DATE
DIVISION Fiscal and Administrative Services Division	POSITION NUMBER (Agency – Unit – Class – Serial) 174-243-5393-875	
UNIT Budget Administration-Division Support Unit II	POSITION CONTROL NO. 0141 & 0140	
INCUMBENT Vacant	CLASS TITLE Associate Governmental Program Analyst	
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.		
<p>Under the direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) will perform more complex operational budget work by coordinating and assisting in the development, implementation, monitoring, control and administration of the various appropriations that comprise the annual budget for the California Department of Education (CDE). The AGPA works under minimal supervision of the SSM I and may communicate with departmental staff at all levels, as well as staff of the Department of Finance.</p> <p>This position requires advanced Microsoft Excel experience, including the development and utilization of complex formulas and methodologies. The AGPA will cross train in alternative assignments within the Budget Management Unit. Travel may be required. This position requires consistent and regular attendance. Overtime may be required due to time sensitive, heavy workload.</p>		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)	
30%	Prepare and maintain department's multi-funded programmatic budget using various fiscal systems and applications. This includes but is not limited to preparing data in support of assigned programs' allotments and subsequent budget changes for each budgeted program, ensuring accurate reconciliation with available funding, monitoring division and unit budgets, consulting with division and unit management to plan, manage, and oversee budget and expenditures. Review/monitor monthly expenditure and allotment reports. Provide program and executive staff with monthly budget reports, and review with them. Prepare expenditure projections for his/her division/unit and other management reports.	
20%	Write and process Budget Revisions and Section 28s for his/her division/unit; review freeze exemptions. Review and approve various fiscal requests for his/her division/unit including but not limited to Augmentations, Contracts, Grants, Personnel Action, Out of State Travel packets, etc. This includes analyzing budget change requests, computing the cost of proposed changes, ensuring that the funding is available to carry out these requests; that coding information matches programmatic allotments; that the internal control processes are met; and that proper documentation supports requests. Prepare sufficient justifications and make written recommendations to management; and ensure that all is complete and thorough for upper management and executive review/approval.	

15%	Establish accounts for new legislation or contracts; review certain accounting, contract, and personnel transactions; train his/ her division's program staff in fiscal components of budgetary/ accounting methods, and personnel transactions. Assist in budget reduction and redirection exercises. Analyze certain legislation to determine fiscal impact on CDE's budget, and provide recommendations. Conduct various reconciliations.
10%	Perform research, evaluation, and recommendations of certain existing or proposed financial policies and procedures to provide expertise on miscellaneous budget matters to Executive staff, Program staff, and various control agencies such as State Controller, Department of Finance, Legislature, and Legislative Analyst Office. Confer with control agencies on budget issues. Other projects and reports when necessary.
10%	Review budget change requests and coding of most departmental documents which may result in a fiscal impact or encumbrance for the Department. Such documents may include contract requests, amendments, federal grant award notifications, requests for expenditure coding changes, and dis-encumbrance requests. Assist programs with completion of request forms. Run routine and ad-hoc reports in FI\$Cal (Hyperion and PeopleSoft). Create upload templates as required
10%	Crosstrain and provide backup support for tech staff during heavy workload. Uploading and pulling reports in Hyperion (Fi\$Cal), assist finishing budget drills and provide general backup when needed.
5%	Other duties as assigned.

To be reviewed and signed by the supervisor and employee:

Supervisor's statement:

- *I have discussed the duties and responsibilities of the position with the employee*
- *I have signed and received a copy of the duty statement.*

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE



Employee's statement:

- *I have discussed the duties and responsibilities of the position with my supervisor*
- *I have signed and received a copy of the duty statement*

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE



Distribution:

Original: Official Personnel File

Copy: Supervisor

Copy: Employee

Copy: Program File

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Note: Shaded area is for Personnel Office use only.

PERSONNEL REQUEST NO.		EFFECTIVE DATE
DIVISION Fiscal and Administrative Services Division		POSITION NUMBER (Agency – Unit – Class – Serial) 174-243-5157-874
UNIT Budget Administration-Division Support II		POSITION CONTROL NO. 0140 & 0141
INCUMBENT Vacant		CLASS TITLE Staff Services Analyst
Briefly (1 or 2 sentences) describe the position's organizational setting and major functions.		
<p>Under the supervision of the Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) will perform operational budget work by coordinating and assisting in the development, implementation, monitoring, control and administration of the various appropriations that comprise the annual budget for the California Department of Education (CDE). The SSA works under direct supervision of the SSM I and may communicate with departmental staff at all levels, as well as staff of the Department of Finance.</p> <p>This position requires Microsoft Excel experience, including the development and utilization of formulas and methodologies. The SSA will cross train in alternative assignments within the Budget Management Unit. Travel may be required. This position requires consistent and regular attendance. Overtime may be required due to time sensitive, heavy workload.</p>		
% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)	
30%	Assist with preparing and maintaining department's multi-funded programmatic budget using various fiscal systems and applications. This includes but is not limited to preparing data in support of assigned programs' allotments and subsequent budget changes for each budgeted program, ensuring accurate reconciliation with available funding, monitoring division and unit budgets, consulting with division and unit management to plan, manage, and oversee budget and expenditures. Review/monitor monthly expenditure and allotment reports. Provide program and executive staff with monthly budget reports, and review with them. Assist with preparing expenditure projections for his/her division/unit and other management reports.	
20%	Assist with writing and processing Budget Revisions and Section 28s for his/her division/unit; review freeze exemptions. Review and approve various fiscal requests for his/her division/unit including but not limited to Augmentations, Contracts, Grants, Personnel Action, Out of State Travel packets, etc. This includes analyzing budget change requests, computing the cost of proposed changes, ensuring that the funding is available to carry out these requests; that coding information matches programmatic allotments; that the internal control processes are met; and that proper documentation supports requests. Assist preparing sufficient justifications and make written recommendations to management; and ensure that all is complete and thorough for upper management and executive review/approval.	

15%	Establish accounts for new legislation or contracts; review certain accounting, contract, and personnel transactions; train his/her division's program staff in fiscal components of budgetary/accounting methods, and personnel transactions. Assist in budget reduction and redirection exercises. Analyze certain legislation to determine fiscal impact on CDE's budget, and provide recommendations. Conduct various reconciliations.
10%	Assist research, evaluation, and recommendations of certain existing or proposed financial policies and procedures to provide expertise on miscellaneous budget matters to Executive staff, Program staff, and various control agencies such as State Controller, Department of Finance, Legislature, and Legislative Analyst Office. Confer with control agencies on budget issues. Other projects and reports when necessary.
10%	Review budget change requests and coding of most departmental documents which may result in a fiscal impact or encumbrance for the Department. Such documents may include contract requests, amendments, federal grant award notifications, requests for expenditure coding changes, and dis-encumbrance requests. Assist programs with completion of request forms. Run routine and ad-hoc reports in FI\$Cal (Hyperion and PeopleSoft). Create, under limited supervision, upload templates as required
10%	Crosstrain and provide backup support for tech staff during heavy workload. Assist in uploading and pulling reports in Hyperion (FI\$Cal), assist finishing budget drills and provide general backup when needed.
5%	Other duties as assigned.

To be reviewed and signed by the supervisor and employee:		
Supervisor's statement: <ul style="list-style-type: none"> I have discussed the duties and responsibilities of the position with the employee I have signed and received a copy of the duty statement. 		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE 	DATE
Employee's statement: <ul style="list-style-type: none"> I have discussed the duties and responsibilities of the position with my supervisor I have signed and received a copy of the duty statement 		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE 	DATE

Distribution:

Original: Official Personnel File

Copy: Supervisor

Copy: Employee

Copy: Program File