

## DUTY STATEMENT

Employee Name:	Position Number: <b>580-150-5393-909</b>
Classification: Associate Governmental Program Analyst	Tenure/Time Base: Permanent/Full-Time
Working Title: ITSD Budget Analyst	Work Location: 1616 Capitol Ave, Sacramento, CA 95814
Collective Bargaining Unit: R01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Information Technology Services Division	Branch/Section/Unit: IT Fiscal and Administrative Branch / Compliance and Financial Section / Financial Operations Unit

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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### Competencies

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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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### Job Summary

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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by creating innovative solutions, strengthening partnerships and collaborations, and embracing technology. The Information Technology Services Division (ITSD) leverages data and technology to advance goals and inform action and accountability.

The incumbent works under the direction of the Staff Services Manager I, Chief, ITSD Financial Operations Unit. The Associate Governmental Program Analyst (AGPA) is responsible for a variety of budgetary work. The APGA performs duties and responsibilities that require analytical and research skills, initiative, independence of action and good judgment. The AGPA performs complex oversight

of fiscal and business practices and maintains knowledge of Departmental policies and procedures.

### **Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### **Essential Functions (including percentage of time)**

- 45% Leads and performs IT budget and cost monitoring activities using IT systems, methodologies, processes, and follow all control agency guidelines and policies. Develops and maintains IT expenditure tracking system. Monitors, and analyzes IT expenditure data for personal services and operating expenses, identifies issues and inconsistencies, provides alternatives and recommendations to management, and facilitates appropriate changes to resolve discrepancies. Performs analysis of future budgetary needs; coordinates Budget Change Proposals (BCP); develops Financial Analysis Worksheets (FAW) for projects and ensures accurate reconciliation with available funding. Monitors division and unit budgets; and consults with division and unit management to plan, manage, and oversee budget and expenditures. Tracks state operations and federal grant expenditures to ensure budgetary compliance. Develops cost reports.
- 35% Works independently to develop and analyze ITSD funding balances, and year to date adjustments. Prepares monthly reports for ITSD budget projections and reconciliation with FI\$Cal Raw Data reports data. Assists upper leadership, managers, and supervisors in the development of annual expenditure projections for ITSD budgeted line items. . Generates financial reports of expenditures for ITSD funds, and monitors project activities to measure against planned performance and prepares expenditure projections for projects and programs. Prepares and presents reports to management displaying any errors discovered and provides resolutions to remedy the errors. Utilizes Excel to display financial information by creating pivot tables and organizing data into tables, charts, and graphs.
- 15% Independently collects, compiles, analyzes, and interprets fiscal research and data. Coordinates year-end processes with the Budget Section, Accounting Section and ITSD management. Works independently with proficient judgement and skill, when providing direct support to ITSD management on a broad spectrum of administrative assignments including: the development, coordination, research, analysis, and consultative functions of a variety of drills, special projects, and tasks for ITSD that may involve all CDPH program areas. Special projects may include completing an IT purchases drill, an IT equipment drill and/or the annual IT Cost Report.

**Marginal Functions (including percentage of time)**

5% Performs other job-related duties as assigned.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

**HRD Use Only:**

Approved By: D.S.  
Date: 9/13/24