

Department of Health Care Access and Information

Duty Statement

PROPOSED

Employee Name Vacant	Organization Office of Health Workforce Development Operations Section, Finance Unit	
Position Number 441 201 5393 XXX	Location Sacramento HQ	Telework Option Hybrid
Classification Associate Governmental Program Analyst	Working Title Budget and Contracts Analyst	

General Description	
<p>The Budget and Contracts Analyst independently performs a wide variety of the most complex analytical assignments, including budget development, monitoring, and forecasting; financial reconciliation functions; acquisitions and contract management support; and general administrative issues. The Budget and Contracts Analyst independently coordinates and develops new contracts for goods and services, including contract amendments; conducts and reviews analytical studies and prepares programmatic finance reports; gathers tabulates, and analyzes financial data; formulates procedures and policies; makes recommendations on a broad spectrum of administrative and fiscal-related problems; provides technical advice to management on procurement and contract rules and regulations.</p>	
Supervision Received	Reports directly to the Staff Services Manager I – Finance Unit, Operations
Supervision Exercised	None
Physical Demands	Must be able to perform the duties outlined in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires use of telephone and computer, frequent contact with employees and the public, and mobility to various employee work areas and other areas of the Department of Health Care Access and Information (HCAI).

Job Duties

E = Essential, M = Marginal

- 40% E **Contract and Procurement Coordination**
Independently coordinate and develop new contracts for goods and services, including contract amendments. Generate, review, and edit new scopes of work, amendments to scopes of work, as well as cost estimates, budgets, and payment plans. Perform analysis of contract encumbrances and actual expenditures/payments and ensure proper invoicing and monthly reconciliation on contracts including reviewing and determining courses of action for expiring contracts and making recommendations on Di encumbrances. Provide technical advice to management on procurement and contract rules and regulations, keep current on the State Administrative Manual, Department of General Services, and HCAI’s Procurement and Contract Services (PCS) procedures and policy revisions, and communicate policy changes as appropriate. Serve as contract manager and facilitate the CalCard program and related reconciliation procedures as appropriate.

- 20% E **Budget Management, Analysis, and Reporting**
Perform analytical tasks to develop and monitor the OHWD budget in coordination with HCAI’s Budget Office and OWHD leadership. Perform analytical tasks to monitor planned spending to measure actual to planned performance and prepare expenditure projections for projects and programs. Perform analysis of budget expenditures and develop budget reports and projections. Review Fi\$Cal reports for monthly reconciliation tasks. Develop internal Key Performance Indicators (KPIs) and monitor progress towards those indicators. Assist in managing the budget request/approval process for new and ongoing programs and project-related expenditures. Coordinate multi-year budgetary planning across all Health Workforce Development programs, including projections and expenditure plans. Provide cost estimates for implementation of proposed legislation, regulations, policies, processes, projects, and programs.

- 15% E **Financial Tracking**
Track state operations, local assistance, and federal grant expenditures to ensure budgetary compliance. Gather, analyze, and report payables and receivables data in collaboration with the Department's Office of Administrative Services (OAS). Work with OAS and internal staff including managers to track invoices, and expenditure data, and prepare monthly/annual reports on Health Workforce Development's financial status. Work with contractors and PCS to coordinate the acquisition and contract process. Provide consultation to managers and project coordinators on the status of program and project funds, as well as new contracts which may include third-party agreements. Develop and implement a standardized invoice approval process. Receive and review invoices, obtain approvals, and process invoice receipts within Fi\$Cal.

- 10% E **Efficiency and Process Improvement**
Assist in identifying opportunities for process automation and process improvement to increase operational efficiencies and effectiveness, and to improve customer service. Serves as a team member to ensure process improvements, including identifying, analyzing, documenting, and implementing streamlined administrative and operational processes. From a comprehensive viewpoint, coordinate, monitor, and audit expenditures related to personnel, programs, contracts, procurements, facilities, and other expenses associated with business operations.

- 10% E **Human Resources Fiscal Analysis and Reporting**
Perform analysis of personnel needs to project personnel costs and budget for new hires and temporary staff. Collaborate with OAS and OHWD managers and staff in the Operations Section, Finance Unit, to perform analysis and reporting of salary savings, equipment acquisitions, training costs, and other projected savings and expenditures associated with human resources.

- 5% M Perform other related duties as required.

Other Expectations

- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity, and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's mission, vision, and goals.
- Demonstrate a commitment to HCAI's Core Values.
- Demonstrate a commitment to maintaining positive relationships and building a culture of respect and collegiality.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date