

PROPOSED
Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	Organization Office of Administrative Services Financial Services Section Budget Services Unit	
Position Number 441-162-5393-xxx	Location Sacramento	Telework Option Hybrid
Classification Associate Governmental Program Analyst	Working Title Budget Analyst	

General Description Under general direction provided by a Staff Services Manager II (SSM II), the Associate Governmental Program Analyst (AGPA) acts as primary budget contact for various divisions and/or programs and performs technical analytical work of intermediate to high level of complexity as it relates to the preparation and maintenance of Department of Health Care Access and Information's budget. Serves as a management consultant performing a variety of complex technical analytical budget work for one or more Departmental divisions or programs. Independently researches, analyzes and applies appropriate budget methodologies and processes available to programs for the overall administration, oversight, and monitoring of their budgets. The AGPA develops and maintains spreadsheets and utilizes Microsoft Office suite software and the Financial Information System for California (FI\$Cal). Overtime may be required from August through October and occasionally at other times of the year.	
Supervision Received	Under supervision, incumbent reports directly to the SSM II in the Budget Services section.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting, use of telephone and computer, frequent contact with employees and the public. Some travel may be required. The standard work schedule is between 8:00 a.m. to 5:00 p.m., Monday through Friday.
Job Duties E = Essential, M = Marginal	
30% E	Prepares the department's budget galley, supplemental schedules, and Department of Finance (DOF) Reports and related fiscal documents using Microsoft Word, Excel, FI\$Cal, and other resources. Prepares and reconciles various budget support documents, which include planning estimate adjustment worksheets, position and equipment schedules, fiscal summaries, concept papers, issue papers, cost analysis, and other financial reports. Prepares complex calculations and justifications for the department's various drills including employee compensation and retirement adjustment budget augmentations. Prepares, coordinates, and assists in the development of budget concepts, workload justifications, cost estimates, expenditure projections, and facilitating discussions with program staff. Assesses the status of Budget Act appropriations at fiscal year-end and develop accruals for all outstanding adjustments required for the annual financial statements. Preparation of Budget Act section letters and budget revisions.

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30%	E	Identify and correct budget anomalies in coordination with program staff and managers and analyzes and reconciles the department's budget system to the DOF's budget figures. Review, approve, and post complex transactions into the department's automated budget system. Review and approval of transfer of budget allotments, including ensuring that they comply with department policy and are fiscally sound. Participate in fiscal drills by coordinating response from program staff and managers, reviewing for fiscal integrity and consistency with approved budgets and accepted fiscal costing methods. Research and respond to information requests from department management, California Health and Human Services (CHHS) Agency, DOF, the Legislature, and other departments. Prepare complex fiscal issue papers with respect to the analysis of department-wide budget issues.
20%	E	Ensure assigned Budget Change Proposals (BCPs) comply with state policies, and departmental directions and agency directions, by reviewing and editing narrative descriptions and providing fiscal details and analysis. Coordinate and negotiate necessary changes in the document with departmental managers to ensure it is well written and the fiscal and workload analyses support the proposal. Coordinate with Accounting and Human Resources by verifying and providing fiscal and position information to implement the approved budget. Provide guidance to division managers relative to policies and procedures on budget development and BCPs. Provide fiscal consultation and recommendations to management regarding complex fiscal issues.
15%	E	Coordinates and or performs legislative analyses for all legislation with potential impacts to the division. Determines programmatic and fiscal impact to the division, develops alternatives, and makes recommendations regarding implementation of legislative mandates. Participate in meetings, review various written correspondence initiated by program staff, and provide input as needed. Respond to special budget requests from department's directorate, DOF, the Legislature, and CalHHS.
5 %	M	Perform other work-related duties as required.

Other Expectations

- Knowledge of accounting principles and procedures to effectively perform complex accounting functions.
- Ability to make sound decisions and recommendations.
- Excellent written and verbal communication skills.
- Demonstrate strong administrative and organizational skills.
- Ability to be flexible and adaptable to frequent workload changes based on organizational priorities and work under pressure for time-sensitive, high priority projects.
- Successfully completes work assignments and meets deadlines as required by effectively plan, organize and prioritize work.
- 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 Values and Guiding Principles.
- Maintain good work habits and adhere to all HCAI policies and procedures.

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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

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Department of Health Care Access and Information
Duty Statement

Employee Name Vacant	Organization Office of Administrative Services Financial Services Section Budget Services Unit	
Position Number 441-162-5157-xxx	Location Sacramento	Telework Option Hybrid
Classification Staff Services Analyst	Working Title Budget Analyst	

General Description Under general direction provided by a Staff Services Manager II, the Staff Services Analyst (SSA) performs and/or assists with a broad range of varied, technical analytical work in the Budget Unit for the Department of Health Care Access and Information (HCAI). Independently researches, analyzes, and applies appropriate budget methodologies and processes available to programs for the overall administration, oversight, and monitoring of their budgets. The SSA assists to develop and maintain spreadsheets and utilizes Microsoft Office suite software and the Financial Information System for California (FI\$Cal). Overtime may be required from August through October and occasionally at other times of the year.	
Supervision Received	Under supervision, incumbent reports directly to the SSM II in the Budget Services section.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Requires prolonged sitting, use of telephone and computer, frequent contact with employees and the public. Some travel may be required. The standard work schedule is between 8:00 a.m. to 5:00 p.m., Monday through Friday.
Job Duties E = Essential, M = Marginal	
45% E	Assists with the preparation of the Department's budget galley. Prepares Salary and Wages spreadsheets, Governor's budgets and related schedules; prepares budget revisions; reviews, analyzes, evaluates and processes budget change proposals; reconciles appropriation by funding source; as well as prepare less complex calculations and justifications for the Department's various drills including employee compensation and retirement adjustment budget augmentations. Researches and assists with program changes and program budget proposals in support of Departmental objectives with costing, program, and workload justifications. Assesses the status of Budget Act appropriations at fiscal year-end and develop accruals for all outstanding adjustments required for the annual financial statements.
30% E	Maintain and update various fiscal and costing spreadsheets in Microsoft Excel, as well as The Financial Information System for California (FI\$Cal). Monitors, tracks, and analyzes the Division's expenditures and budget. Reviews monthly report expenditures and encumbrances, reviews and recommends for approval/denial all Division expenditures. Act as liaison with Accounting and Personnel to establish allotments and encumbrances for current year expenditures and to produce periodic Funds Availability Reports. Assist managers in interpreting, expending or augmenting their current year budget. Work with

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individual line managers to resolve problems arising from program changes. Participate in fiscal drills by coordinating response from program staff and managers, reviewing for fiscal integrity and consistency with approved budgets and accepted fiscal costing methods.

20% E Coordinates and or performs legislative analyses for all legislation with potential impacts to the Division. Determines programmatic and fiscal impact to the Division, develops alternatives, and makes recommendations regarding implementation of legislative mandates. Participate in meetings, review various written correspondence initiated by program staff, and provide input as needed. Respond to special budget requests from Department's Directorate, Department of Finance, The legislature and the California Health and Human Services Agency (CalHHS).

5% M Perform other work-related duties as required.

Other Expectations

- Knowledge of accounting principles and procedures to effectively perform complex accounting functions.
- Ability to make sound decisions and recommendations.
- Excellent written and verbal communication skills.
- Demonstrate strong administrative and organizational skills.
- Ability to be flexible and adaptable to frequent workload changes based on organizational priorities and work under pressure for time-sensitive, high priority projects.
- Successfully completes work assignments and meets deadlines as required by effectively plan, organize and prioritize work.
- 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 Values and Guiding Principles.
- 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