

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY****INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

**004-CCSWG**

EFFECTIVE DATE:

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| <b>DGS OFFICE OR CLIENT AGENCY</b><br>California Commission on the Status of Women and Girls (CCSWG) | <b>POSITION NUMBER (Agency - Unit - Class - Serial)</b><br>329-001-5393-xxx               |
| <b>UNIT NAME AND CITY LOCATED</b><br>Sacramento  | <b>CLASS TITLE</b><br>Associate Governmental Program Analyst                              |
| <b>WORKING DAYS AND WORKING HOURS</b><br>Monday through Friday 8 a.m. to 5 a.m.                      | <b>SPECIFIC LOCATION ASSIGNED TO</b><br>Headquarters, 900 N Street, Suite 390, Sacramento |
| <b>PROPOSED INCUMBENT (If known)</b>   | <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b><br>329-001-5393-001       |

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.

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTION**

Under direction of the CCSWG Executive Director (ED), the Associate Governmental Program Analyst performs a variety of complex duties in support of the Commission's budget; all accounting and the Financial Information System for California (FI\$Cal) actions; procurement functions and contract management; and administrative functions, in support of the Commission's operation.

% 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)

**ESSENTIAL FUNCTIONS**

35%

**Fiscal Services**

In order to provide the Executive Director with information about the status of CCSWG's budget, the incumbent:

- Oversees CCSWG's monthly budget by reviewing expenditures, using budget reports provided by Department of General Services, Contract Fiscal Services and meets regularly with the ED to discuss spending patterns and providing periodic budget and expenditure reports;
- Recommends to the ED the transfer of funds between line items in the budget to cover expenses, considering historical expenditure patterns in each line item for the fiscal year;
- Analyzes fiscal issues and recommends actions, policies and procedures to the ED and other staff on related fiscal, policy and budgetary issues; and develops and implements improvements and/or effective courses of action;
- Assists the ED with complex questions and inquiries from external departments and agencies related to accounting processes and reimbursable agreements;

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print)

SUPERVISOR'S SIGNATURE

DATE

**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)

EMPLOYEE'S SIGNATURE

DATE

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|------------------------------------|--|
| <p>30%</p>                         | <p><b><u>ESSENTIAL FUNCTIONS (continued)</u></b></p> <ul style="list-style-type: none"> <li>• Works with ED to analyze current procedures; then develop and recommend new fiscal policies and procedures to the ED and Commission Chair;</li> <li>• Performs detailed reviews of invoices; processes claims, purchase orders, payments, etc; and supports Commissioners and their staff in the preparation of claims;</li> <li>• Performs ongoing analysis and tracking of Commission expenditures; maintains an accounting of payments and obligated funds;</li> <li>• Prepares required expenditures and ongoing reports/proposals as required for internal and external department requirements;</li> <li>• Projects annual, special and other project budgets in collaboration with CFS for ED and Policy Director;</li> <li>• Develops cost benefit analyses including recommendations/proposals at request of ED or Commission Chair;</li> <li>• Oversees annual operating budget and works with CFS and DOF regarding: ongoing review, modification, change, etc. within state protocols, guidelines, regulations, etc.;</li> <li>• Prepares annual and timely schedules for response to DOF and the Governor’s Budget/May Revise;</li> <li>• Ongoing review, assessment, analysis, reconciliation, preparation of fiscal reports, budgets/revisions, transfers, allotments, multi-fund account management etc. to ensure accurate and timely fiscal information;</li> </ul> <p><b>Administration</b></p> <p>In order to support the ED and the Commission, performing difficult and complex administrative functions, special assignments or projects, etc., the incumbent:</p> <ul style="list-style-type: none"> <li>▪ Conducts special studies and performs complex and/or sensitive projects for the ED, in accordance with the CCSWG Strategic Plan;</li> <li>▪ Conducts comprehensive research and analyzes pertinent data on a variety of issues by gathering information from various systems and resources;</li> <li>▪ Advises and assists the ED with administrative problems, processes, policies, and procedures;</li> <li>▪ Screens, researches, and analyzes all program issues and/or problems submitted to the Commission, develops possible solutions, and presents information to the ED;</li> <li>▪ Implements necessary program and or policy changes through direct communication with Commission staff through verbal or written communications;</li> <li>▪ Develops and maintains an Interns and Volunteers process and procedures handbook</li> <li>▪ Develops and/or updates CCSWG’s policy and procedures manual in compliance with DGS;</li> <li>▪ Researches, analyzes, and recommends to the ED other funding opportunities through outside grant programs in support of the CCSWG mission to advance equity for women and girls in California as an opportunity for additional funding for its projects/program;</li> <li>▪ Participates in the preparation of meeting schedules, assists in the development of meeting agendas, and coordinates the publication and posting of meeting agendas;</li> <li>▪ Acts as the Commission’s representative during meetings, maintains contact with venue staff; handles concerns and complaints from the commissioners, commission staff, and the public; and coordinates correction of inadequacies;</li> <li>▪ Assists in the scheduling and evaluation of contracted service providers for future contracts, including providing feedback to contracts staff for assessing appropriate costs and charges.</li> </ul> |

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| <p>15%</p>                         | <p><b><u>ESSENTIAL FUNCTIONS (continued)</u></b><br/> <b>FI\$Cal</b><br/>                     Serves as the Liaison with the FI\$Cal Project and DGS by attending related events and meetings to assist the System Integrator (SI) in a successful implementation of the selected Commercial Off the Shelf (COTS) enterprise resource planning (ERP) software, the incumbent:</p> <ul style="list-style-type: none"> <li>▪ Analyzes existing statutes, regulations, policies, standards, and procedures to assess the opportunities for business transformation and legislative change;</li> <li>▪ Analyzes, develops, and introduces new statewide policies, standards, and procedural issues related to the implementation of the system;</li> <li>▪ Analyzes and develops configuration and functional system designs;</li> <li>▪ Analyzes and develops solutions to resolve issues departments are experiencing with the FI\$Cal system;</li> <li>▪ Reviews and comments on SI deliverables;</li> <li>▪ Reviews and participates in functional and user acceptance testing by identifying and analyzing potential problems and developing solutions;</li> <li>▪ Meets with stakeholders to ensure the design, development, and implementation of the system addresses statewide and departmental business needs for applicable business functions and applies best business practices;</li> <li>▪ Provides direction to and disseminates information by communication via written correspondence, phone, meeting or email to FI\$Cal customer departments by answering questions and concerns about the FI\$Cal system and trouble-shooting independently and/or with a team until the issue is resolved.</li> </ul> <p>Develops recommendations regarding FI\$Cal activities for FI\$Cal and DGS Management, the incumbent:</p> <ul style="list-style-type: none"> <li>▪ Researches, plans, organizes and conducts complicated comparative analyses of DGS and FI\$Cal issues independently and then writes the results of the analysis and interpretation in a report format or issue paper to present recommendations to Executive Management and/or outside entities to change and/or institute new FI\$Cal direction and/or processes to document and improve the partner role of DGS.;</li> <li>▪ Produces updates to existing information, which requires collecting, editing, summarizing and analyzing data submitted by multiple entities;</li> <li>▪ Develops plans to implement recommended changes and processes;</li> <li>▪ Identifies, drafts and articulates Project decisions within the FI\$Cal Operational Decision-Making Framework;</li> <li>▪ Identifies and articulates Project risks and issues;</li> <li>▪ Collaborates in a team environment that includes analysis of activities necessary to achieve a successful implementation of the FI\$Cal Project. The implementation activities include collaboration, review, and analysis of detailed documents such as system requirements, change management plans, and FI\$Cal policies and procedures.</li> </ul> |
| <p>10%</p>                         | <p><b>Procurement</b><br/>                     In order to procure goods and services, the incumbent:</p> <ul style="list-style-type: none"> <li>▪ Meets with ED on current and future procurement needs and identifies alternatives to meet the needs of the Commission;</li> <li>▪ Evaluates requests to determine if it is IT-Goods or a Non-IT Goods and services. Identifies the appropriate delegated authority that governs the purchase;</li> <li>▪ Assists ED with purchasing data requests and projected service needs;</li> <li>▪ Creates and analyzes annual projected expense reports and year end statements;</li> <li>▪ Ensures all goods/services are received according to the solicitation requirements and ensures compliance with required specifications;</li> <li>▪ Works with suppliers to resolve issues such as incorrect goods delivered, services not performed according to the contract terms, etc.</li> </ul>  |

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| 10%                         | <p><b><u>MARGINAL FUNCTIONS</u></b></p> <ul style="list-style-type: none"> <li>▪ Serves as the Travel Coordinator in all aspects;</li> <li>▪ Serves as the Records Retention Specialist in all aspects.</li> </ul> <p><b><u>KNOWLEDGE AND ABILITIES</u></b></p> <p><b>Knowledge of:</b> Principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; and governmental functions and organization. Utilize methods and techniques of effective conference leadership.</p> <p><b>Ability to:</b> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; and gain and maintain the confidence and cooperation of those contacted during the course of work. Coordinate the work of others, act as a team lead or conference leader, and appear before legislative and other committees.</p> <p><b><u>DESIRABLE QUALIFICATIONS:</u></b></p> <ul style="list-style-type: none"> <li>▪ Experience in analyzing and interpreting complex laws, rules, and regulation;</li> <li>▪ Experience in FISCAL accounting system and resolving fiscal related issues with control agencies, internal and external customers, and others contacted during the course of work;</li> <li>▪ Proficiency with personal computer and appropriate software programs, such as Word and Excel, and the Internet;</li> <li>▪ Ability to write comprehensively and communicate effectively with individuals from varied experiences, perspectives and backgrounds, and all levels of management.</li> </ul> <p><b><u>SPECIAL PERSONAL CHARACTERISTICS:</u></b></p> <ul style="list-style-type: none"> <li>▪ Familiarity with and interest in the priorities, missions, and goals of the Commission;</li> <li>▪ Excellent organizational skills;</li> <li>▪ Provide backup to other staff during absences;</li> <li>▪ Dependable: responsible; positive attitude;</li> <li>▪ Ability to work independently or lead and participate in teams;</li> <li>▪ Ability to provide objective overview of situations;</li> <li>▪ Willingness to accept challenges, handle multiple projects simultaneously;</li> <li>▪ Ability to effectively handle stress and deadlines;</li> <li>▪ Ability to work well in a culturally diverse setting;</li> <li>▪ Collaborative work style.</li> </ul> <p><b><u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</u></b></p> <ul style="list-style-type: none"> <li>▪ Professional office environment;</li> <li>▪ Daily use of phone, fax, copiers and general office and communication equipment;</li> <li>▪ Frequent use of a computer and related software applications and the Internet at a workstation;</li> <li>▪ Sitting in a seated position for extended periods of time;</li> <li>▪ Off-site meetings that may require the use of various transportation modes, i.e. taxi, car, etc.</li> </ul> |