

DUTY STATEMENT

GS 907T (REV. 04/02)

SHADED AREA FOR HUMAN RESOURCES ONLY

INSTRUCTIONS: Refer to the Payroll and Personnel Procedures Manual (PPPM) for Duty Statement Instructions.

RPA-16-005

EFFECTIVE DATE:

1. DGS OFFICE OR CLIENT AGENCY Emergency Medical Services (EMS) Authority	POSITION NUMBER (Agency - Unit - Class - Serial)
2. UNIT NAME AND CITY LOCATED Fiscal, Admin & IT Division	3. CLASS TITLE Associate Governmental Program Analyst
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 a.m. to 5:00 p.m. -- Flexible	5. SPECIFIC LOCATION ASSIGNED TO Rancho Cordova
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 312-200-5393-XXX

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.

8. **BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the direction of the Staff Services Manager I (SSM I) of the Fiscal, Administrative & IT Division, the incumbent performs the more complex technical and analytical staff functions to support the department in the areas of budgeting, accounting, financial management, grant management, procurement and contracting. The incumbent supports the Fiscal, Administrative, & IT Division and provides good customer service in order to support the administrative functions for the department while maintaining the strategic goals and mission.

9. Percentage of time performing duties	10. 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. <i>(Use additional sheet if necessary)</i>
35%	<p>ESSENTIAL FUNCTIONS</p> <p>All assignments are performed in accordance with the principle policies and guidelines of the EMS Authority, Department of General Services (DGS), Financial Information System for California (FI\$Cal), State Controller's Office (SCO), State Administrative Manual (SAM), and all other applicable statutes, rules, and regulations for the State. Assignments are performed by utilizing a PC with Microsoft and web-based applications and other applicable software. In order to assist management with the planning, implementation, and management of departmental administrative and fiscal functions, the incumbent will serve in the following functions:</p> <p>Budget Analyst</p> <p>Provides analysis of fiscal resources and financial support by developing solutions/ strategies and techniques to prepare, monitor, and track Departmental operating budgets and expenses. Creates, reviews, and prepares expenditure reports and grant reimbursement requests for management approval utilizing the Financial Information System for California (FI\$Cal) and Microsoft Excel. Independently analyzes and evaluates budget reports to determine accuracy as it relates to program expense allocation and make recommendations to correct any discrepancies as required. Reviews and interprets grant guidance documents to accurately provide administrative oversight of program expenditures in order to provide internal fiscal controls. Prepares grant rollover requests</p>

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

SUPERVISOR'S NAME (Print) Kristi McMahon	SUPERVISOR'S SIGNATURE	DATE
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12. **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 to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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Essential Functions (cont.)

and budget revisions timely to ensure unused grant funds are maximized. Builds and fosters relationships with grantors by participating in meetings and conferences.

30%

Procurement Analyst

Provides procurement services for the Department which includes researching appropriate procurement method, making recommendations, analyzing alternatives, and providing procurement solution. Solicits vendor bids and awards purchase or repair orders for items needed for the Department. Obtains price quotes from vendors and procures office supplies, communication devices and services, license agreement and job related equipment for staff by use of a State issued Cal-Card, purchase orders, and other requests. Ensures that all documentation and funding information is correct and entered into FI\$Cal in a timely manner. Maintains accurate and timely records including electronic and hard copy documents. Follows all state protocols, including the responsibility for secure record retention. Attends and/or coordinates monthly, or as needed meetings with Division managers and/or staff.

25%

Financial Information System for California (FI\$Cal)

In order to assist management with the successful implementation of the FI\$Cal project, the incumbent serves as the FI\$Cal lead and attends meetings and relays information to management and administrative staff in order to plan for, make recommendations, and resolve transitional issues. Advises staff of project updates, assists in the creation of transition documents, and provides training to staff on the various system portals. Reconciles all payables funded by scheduled reimbursements and vouchers by coordinating any necessary adjustments with the Department of General Services (DGS). Works in conjunction with the DGS Accounting Office to make recommendations, provide reports, purchasing documents, and other pertinent information needed to resolve complex vendor payment and transaction issues. Analyzes appropriate budget documents and converts legacy accounting codes to FI\$Cal terminology; creates reference documents.

5%

Cal-Card Program Coordination

Oversees Departmental Cal-Card program by interpreting usage rules and analyzing all purchasing documentation to ensure appropriate purchasing processes, validity of justifications, procurement methods and standards, and file documentation. Prepares the monthly Cal-Card reconciliation in a timely manner to ensure prompt payment by reconciling each expenditure transaction to the bank account statement, Purchase Order, and chart fields in the FI\$Cal system. Reconciles posted payments by developing and maintaining a tracking system to ensure accurate account balances for each cardholder. Provide Cal-Card training department wide to other cardholders in various divisions on procurement rules, departmental processes, and entering procurement transactions into the FI\$Cal system. Provides appropriate documentation to DGS and SCO for voucher processing and payment. Analyzes various issues and works in conjunction with the FI\$Cal Service Center to resolve payment issues;

5%

Marginal Functions

The incumbent serves as the Records Management Plan coordinator and Department Property Coordinator. The incumbent maintains the asset module in FI\$Cal, resolves facility issues, and assists with the preparation of the annual Governor's Budget.

Knowledge and Abilities

Knowledge of principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, accounting, grants management, contracts and procurement for the government, personnel, and management analysis; and governmental functions and organization.

Essential Functions (cont.)

Ability to 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 or conference leader; and appear before legislative and other committees.

Under these emergency operations, staff need to work effectively and cooperatively under stressful conditions with short lead times; work weekends, holidays, extended and rotating shifts (day/night); and may be required to travel statewide for extended periods of time and on short notice.

Desirable Qualifications

- Excellent organizational skills, adaptability and ability to effectively handle multiple priorities.
- Commitment to quality customer service which exceeds the customer's expectations.
- Excellent customer service skills and a positive attitude required.
- Focus attention to detail, follow-through, and completed staff work.
- Analyze situations and adopt effective course of action.

Interpersonal Skills

- Work well as part of a team member and act independently.
- Build good working relationships with staff and constituents.
- Strong communication skills, ability to deal tactfully with the public and be able to work under pressure in order to meet short time lines and changing priorities.

Additional Qualifications

- Working proficiency in Microsoft Word, Excel and Word applications.

Special Personal Requirements

During emergency operations, the incumbent may be required to work in the EMS Authority's Departmental Operations Center, other governmental Emergency Operations Centers, or in the EMS Authority's field Mission Support Team to provide assistance in emergency response and recovery activities. Staff are required to complete emergency management and Incident Command System (ICS) training based on their respective roles in an emergency response and participate in periodic departmental and statewide readiness drills and exercises.

Work Environment, Mental, and Physical Abilities

- Appropriate attire for professional office environment;
- Daily use of phone, fax, copiers and general office and communication equipment;
- Occasional use of cell phone, pagers, projector, and laptop computer;
- Daily use of a computer and related software applications and the Internet at a cubical workstation;
- Sitting in a seated position for extended periods of time;
- Occasional off-site meetings within the Sacramento area that may require the use of various transportation modes;
- Multitask, meet or beat deadlines, and adjust to changing priorities with grace and tactfulness;
- Function effectively in an automated and fast paced environment;

Ability to provide excellent customer service and work courteously with internal and external clients, customers, and stakeholders.