STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

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 11587-OFS/B&P**	**EFFECTIVE DATE:**

DGS OFFICE OR CLIENT AGENCY Office of Fiscal Services	POSITION NUMBER (Agency - Unit - Class - Serial) 306-243-5284-925
UNIT NAME AND CITY LOCATED Budget and Planning Section – West Sacramento	CLASS TITLE Associate Budget Analyst (ABA)
WORKING DAYS AND WORKING HOURS Monday through Friday FLEX 7 a.m. to 6 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 Third Street, 9th Floor
PROPOSED INCUMBENT (If known) **VACANT**	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)

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 FUNCTIONS

Under the general direction of the Assistant Budget and Planning Officer (SSM I), in the Office of Fiscal Services (OFS), Budget and Planning (B&P) Section the incumbent is responsible for developing, analyzing, and reviewing the more complex components of the Department of General Services (DGS) $1 billion budget and nineteen Contracted Fiscal Services (CFS) clients.

% 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)*
	The Department of General Services' (DGS) Core Values and Employee Expectations are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS employees are to adhere to the Core Values and Employee Expectations, and to perform their duties in a way that exhibits and promotes those values and expectations. *In accordance with the Department of General Services (DGS) directives, Department of Finance (DOF) budget rules, guidelines and decisions, DGS Executive Management policy decisions, and SAM Section 6000 guidelines, for inclusion in the Governor's Budget and Budget Act publications.*
35%	**ESSENTIAL FUNCTIONS** **Technical Budget Development, Maintenance and Monitoring - DGS** To ensure accurate and timely reporting of the Department of General Services (DGS) large and complex budget, the incumbent will perform the following: • Compile, analyze, review and reconcile the more complex budget data from all Offices/Programs for preparation of the technical budget schedules using DOF prescribed formats and Excel spreadsheets, including but not limited to Schedules 7a, 8, 9, 10 and 11. • Provide summarized reporting using more complex excel templates for inclusion in the Governor's Budget submittals. • Process the more complex budget revisions and reconcile appropriation balances by Office/Program and fund using the Appropriation Worksheet and State Controllers Records to verify accurate reporting in Accounting's financial reports. • Prepare and reconcile the more complex transfers of budget allotments using ORACLE Activity Based Management System (ABMS) to adjust the program budgets to align with program expenditures.

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Heather E. Sherman		

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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% 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)*
35%	• Meet and confer with Program Management, Accounting, and Budget staff, to resolve errors and/or to clarify the more complex budget issues and changes. • Analyze the more complex position control documents (Changes in Established Positions, Form 607) for budgetary impact using Excel worksheets and ABMS reports. • Develop, monitor, and maintain the more complex budgets by position and category of expenditure for each program assignment, using Excel position reconciliation, Hyperion Expenditure by Entity reports, forecaster worksheets, and other detailed spreadsheet documents as appropriate. • Perform the more complex reconciliation and analysis on summarized departmental expenditures and cost recoveries using ABMS reports, excel spreadsheets, and make recommendations as appropriate. • Develop the more complex Ad Hoc management reporting as appropriate. **<u>Rates Development, Maintenance and Monitoring</u>** In accordance with DOF requirements and utilizing Microsoft (MS) Office, the incumbent will perform the following: • Ensure accurate and timely assessment of the more complex rate impacts due to estimated and/or approved budget changes using Revenue Center Worksheets and ABMS reports. • Maintain the more complex series of Excel spreadsheet and/or Access data base systems related to DGS annual rates proposal development, including mechanisms for linking and summarizing budget, expenditure and revenue data from individual DGS Offices. • Perform the more complex rates analysis, including workload statistics, workload standards, and quantification of program outputs; and make recommendations to Fiscal and Program Management on rate setting policies and procedures. • Prepare the more complex analysis to determine impacts to rates for pending or actual budget changes, including but not limited to Budget Change Proposals, statewide budget drills, and retained earnings management policy decisions. Develop recommendations for rate scenarios geared toward full cost recovery and fulfillment of departments' cash goals. • Prepare the more complex schedules for inclusion in the annual rates proposal for submittal to DOF, including rate impacts from approved budget changes, estimated rate impacts from pending budget changes, and Administration or departmental policy rate changes/impacts.
25%	**<u>Technical Budget Development, Maintenance and Monitoring – Contracted Fiscal Services (CFS) Clients</u>** To ensure accurate and timely reporting of the Contracted Fiscal Services clients' budget, the incumbent will perform the following: • Compile, analyze, review and reconcile the more complex budget data from all CFS client departments for preparation of the technical budget schedules using DOF prescribed formats and Excel spreadsheets, including but not limited to Schedules 7a, 8, 9, 10 and 11. • Provide summarized reporting using excel templates for inclusion in the Governor's Budget submittals. • Process the more complex budget revisions and reconcile appropriation balances by Program and fund using the Appropriation Worksheet and State Controllers Records to verify accurate reporting in Contracted Fiscal Service's financial reports. • Meet and confer with Client Management, Accounting, and Budget staff, to resolve errors and/or to clarify the more complex budget issues and changes. • Develop, monitor, and maintain the more complex budgets by position and category of expenditure for each program assignment, using Excel position reconciliation, Hyperion Expenditure by Entity reports, forecaster worksheets, and other detailed spreadsheet documents as appropriate. • Perform the more complex reconciliation and analysis on summarized departmental expenditures and cost recoveries using FI$Cal reports, excel spreadsheets, and make recommendations as appropriate.
5%	**<u>MARGINAL FUNCTIONS</u>** Prepare the more complex responses to DOF, LAO, and Government Operations Agency regarding departmental fiscal/program issues utilizing MS Office and following DGS administrative procedures.

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% 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)*
	KNOWLEDGE AND ABILITIES ***Knowledge of:*** Principles and practices of governmental budgeting and accounting; financial structure, uniform accounting system, and financial procedures of the State of California; purposes, functions, and fiscal organization of the various State agencies; laws relating to financial administration of the State Government; principles of public and personnel administration; principles of organization and management; principles and practices of public finance, research techniques and statistical principles and procedures. ***Ability to:*** Develop various types of budget documents; analyze and solve difficult technical budget problems; establish and maintain cooperative relationships with control agency staff and others contacted in the work; speak and write effectively; analyze situations accurately and develop an effective course of action. **DESIRABLE QUALIFICATIONS** • Experience with fiscal modeling methodologies, statistical analysis, and fiscal computer systems, including spreadsheets and data bases. • Expertise and experience with ABMS fiscal modules. **SPECIAL PERSONAL CHARACTERISTICS** • Ability to act independently. • Open-mindedness, flexibility, and tact. **INTERPERSONAL SKILLS** • Work well in a team setting and provide conscientious and appropriate leadership. • Manage strict deadlines and changing priorities. • Focus attention to details and accuracy. **WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES** • Dress appropriately for a professional office environment. • Possess excellent communication skills, both oral and written. • Handle stress and meet deadlines effectively.

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DGS OFFICE OR CLIENT AGENCY Office of Fiscal Services	POSITION NUMBER (Agency - Unit - Class - Serial) 306-243-5157-925
UNIT NAME AND CITY LOCATED Budget and Planning Section – West Sacramento	CLASS TITLE Staff Services Analyst (SSA)
WORKING DAYS AND WORKING HOURS Monday through Friday FLEX 7:00 a.m. to 6:00 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 Third Street, 9th Floor
PROPOSED INCUMBENT (If known) VACANT	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-241-5284-026

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