

**DUTY STATEMENT**

GS 907T (REV. 08/01)

**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-  
**10775-PMDB**EFFECTIVE DATE:  
**2/12/2016**

<b>DGS OFFICE OR CLIENT AGENCY</b> RESD/PROJECT MANAGEMENT & DEVELOPMENT	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 719-412-5157-003
<b>UNIT NAME AND CITY LOCATED</b> ADMIN UNIT – W. Sacramento	<b>CLASS TITLE</b> Staff Services Analyst
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 707 3 <sup>rd</sup> Street, West Sacramento CA 95605
<b>PROPOSED INCUMBENT (If known)</b>	<b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 719-412-5157-003

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.

**22BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

Under the supervision of a Staff Services Manager I, the Staff Services Analyst performs technical and analytical support functions on the overall administration of ABMS and provides financial support to various programs.

<b>% of time performing duties</b>	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>
30%	<p><b>This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.</b></p> <p>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.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to assist customers, RESD service providers, and project managers with project related inquiries, in accordance with Departmental and State policies and procedures:</p> <ul style="list-style-type: none"> <li>Compiles and analyzes information regarding estimated budget, project assignments and project schedule by collaborating on project requests with appropriate managers and service providers and makes recommendations on procedures and program alternatives related to input and special requests from external clients.</li> </ul>

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

<b>SUPERVISOR'S NAME (Print)</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
----------------------------------	-------------------------------	-------------

**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.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
--------------------------------	-----------------------------	-------------

**DUTY STATEMENT**

GS 907T (REV. 03/05)

RPA- 10775

- Utilizing the Activity Based Management System (ABMS) and Microsoft Excel and Microsoft Project, gathers, compiles and analyzes information in order to develop and customize monthly status and fiscal reports tailored to external client programs which provide customers with a detailed look at their projects.
- Utilizing the ABMS and Microsoft Word, gathers, compiles and analyzes project-related information such as scope, schedule, budget and current status in order to administer the Major Capital Outlay Quarterly Report on behalf of the DGS and presents the report to the Legislature.
- Based on customer's questions and concerns, resolves customer invoice issues by identifying errors, thoroughly researching all billing errors and revenue miscalculations, and determines the resolution by implementing the correction of billing codes, adjusting cost centers, correcting task structures, adjusting billable flags, and/or updating customer account numbers.
- When technical and administrative issues arise with keying funds to Architectural Revolving Fund projects, performs trouble-shooting by properly identifying the issue(s), gathering information from the DGS Capital Outlay Accounting Office, researching the location of the funding document in question by identifying all individuals who have been involved in the transmittal of the document, analyzing the gap(s) in the process, and ensuring that the document is completed thoroughly, has all required signatures and has been distributed to all key entities.
- Responds to project status inquiries from external customers by performing analysis to provide accurate information concerning project assignments and RESD project contact information by utilizing CRUISE, ABMS, and Oracle Discoverer software to ensure customers receive accurate and up-to-date information.

25%

In order to ensure the adequacy of Cash Flow for Architectural Revolving Fund projects and that bond funding requirements are met, the individual:

- Analyzes project appropriations, re-appropriations, and executive orders issued by the Department of Finance by working closely with the Department of Finance to facilitate the reservation of funding to ensure cash is earmarked to fund each phase of a Capital Outlay Project.
- Analyzes and monitors bond sale proceeds to identify cash allotments earmarked for various Capital Outlay projects in order to ensure sufficient cash flow to reimburse the Architecture Revolving Fund.
- Drafts and submits annual bond-fund reports to the State Treasurer's Office providing detailed analysis on the cash flow for each Capital Outlay project and the cash expended per phase, the balance for the current fiscal year and projects the cash needs by phase for the upcoming fiscal year. Makes recommendations and provides solutions when cash runs out to ensure that the Architecture Revolving Fund is reimbursed adequately.
- Drafts project-specific language for the Pooled Money Investment Account (PMIA) loans and works with the State Treasurer's Office to assign loan numbers to Capital Outlay projects.
- In order to ensure compliance with the State Treasurer's Office Pooled Money Investment Board loan reporting requirements, utilizes basic accounting principles to analyze all expended and remaining loan balances, projects loan needs for the upcoming fiscal year, and compiles detailed information for submission in the annual PMIA reports for each Major Capital Outlay project.

20%

In order to work within the constraints of the State Budget Cycle which governs the Capital Outlay Approval Process, the individual:

- Researches, analyzes and interprets Capital Asset budget line items, reversion dates, and other crucial information contained within all phases of the Capital Outlay process to ensure Architecture Revolving Fund documents contain all required information.
- Calculates, compiles, analyzes and interprets financial data which reflects each Capital Outlay project's current phase progress, schedule, and financial status in order to draft Public Works Board Consent Items for Department of Finance approval to end one phase of a project and begin another.
- Consults with client agencies to draft Budget Proposals and make recommendations by analyzing their Five Year plan and present budget packages to the Department of Finance for approval.
- In order to avoid the reversion of Capital Outlay funds, analyzes all current Capital Outlay appropriations

**DUTY STATEMENT**

GS 907T (REV. 03/05)

RPA- 10775

<p>20%</p> <p>5%</p>	<p>to determine which projects require re-appropriation, consults with the project directors to develop re-appropriation language, drafts re-appropriation request and submits to Department of Finance for inclusion into the Governor's Budget for the upcoming fiscal year.</p> <p>In order to ensure data integrity, uniformity and consistency are adhered to throughout the Division, administers the Activity Based Management System (ABMS) in accordance with program guidelines:</p> <ul style="list-style-type: none"> <li>• Develops and continually updates ABMS procedures and guidelines and trains section staff in the proper use of ABMS in order to ensure projects are budgeted properly, schedules are entered for all active projects, and funds are transferred on a timely basis.</li> <li>• Researches and identifies system problems and performs analysis on various ABMS modules i.e. Project, Purchasing, General Ledger, Accounts Receivable, Accounts Payable and PAL time entry in order to troubleshoot, resolve and support program issues utilizing staff resources, technical support teams, and computer applications in accordance with program guidelines.</li> <li>• Performs analysis on the accounting and financial modules utilizing the ABMS system in order to troubleshoot, reconcile discrepancies, verify cost and revenue allocations, encumbrances and funding issues relating to budgetary and fiscal impact and makes recommendations for system improvements in order to reconcile the project closeouts, billings, and business processes utilizing Microsoft Office Suite in accordance with program guidelines.</li> </ul> <p><b>Marginal Functions</b></p> <ul style="list-style-type: none"> <li>• Acts as a liaison between the DGS Accounting Office and the Project Management &amp; Development Branch relating to Bond-Funded Capital Outlay projects.</li> <li>• Creates and maintains spreadsheets for Capital Outlay Program Tracking to be used as an analytical tool for Project Directors and Capital Outlay Program Managers at monthly meetings with our clients.</li> <li>• Develops and customizes ad-hoc project reports to support multiple programs managed by the branch.</li> <li>• Completes any special assignments given by the SSM I, Capital Outlay Program Managers, and Branch Chief.</li> </ul> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p>Knowledge of: 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.</p> <p>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.</p> <p><b>SPECIAL PERSONAL CHARACTERISTICS</b></p> <p>Interest in assuming increasing responsibility and the capacity for professional development. Exercise the ability to communicate and problem solve with tact and professionalism within adverse conditions.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Working knowledge of Oracle applications and database management</li> <li>• Firm understanding of accounting principles and practices and how to balance a budget</li> <li>• Excellent customer service orientation</li> <li>• Develop and maintain excellent and highly productive working relationships with internal &amp; external staff</li> <li>• Ability to analyze numbers, facts and data accurately</li> <li>• Analyze situations accurately, make recommendations, and take effective action</li> </ul>
----------------------	---

**DUTY STATEMENT**

GS 907T (REV. 03/05)

RPA- 10775

- Work under pressure and perform completed staff work
- Excellent interpersonal and communication skills
- Maintain a positive attitude and eagerness to learn
- Ability to be a proactive team player
- Coordinate and manage assignments from initiation to completion
- Set priorities
- Collect, analyze, interpret and convey fiscal data to high level agency officials

**WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES**

- Office environment, business dress
- Requires ability to effectively handle stress and multiple tasks and tight deadlines calmly and efficiently
- Ability to communicate with the spoken word in the English language
- Ability to read and write in the English language
- Ability to communicate confidently and courteously with people
- Ability to consistently exercise good judgment
- Fine motor skills for computer and office machine use.