

**STATE OF CALIFORNIA
DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING
DUTY STATEMENT**

Employee Name	Classification Name	Position Number
	Associated Governmental Program Analyst	326-304-5393-XXX
Division/Unit	Date	Prior Pos # (if applicable)
Administration/Fiscal Services	11/15/2018	

SUMMARY OF RESPONSIBILITIES

In accordance with established state/departamental policies and procedures, and under general direction of the Chief Fiscal Officer, this position is responsible for performing the following:

Description of Essential Functions:

- 25% Develops and maintains the department's annual budget. This includes developing the Schedule 7A/8 reconciliation, budget galley and supplementary schedules of the Governor's Budget in compliance with the Budget Act and other legislative or executive decisions; prepares various budget adjustments for the Department of Finance (DOF) such as retirement, employee compensation, and SWCAP adjustments, etc.; prepares and uses internal reports to ensure the budget development is reconciled with internal control documents and DOF schedules and planning estimates. Completes required templates to provide budget information to be loaded into FI\$Cal. Functions as a liaison with the DOF, Legislative Analyst's Office (LAO), and Legislature.
- 25% Prepares and analyzes monthly expenditure projections for presentation to management and executive staff; ensures programs and department are within authorized budgets; works with program managers and executive staff to develop and manage division spending plans and resolve potential funding issues.
- 10% Works closely with the Chief of Enforcement to understand federal contract amounts and prepares payment vouchers to draw down Federal Funds, monitor's Federal Fund expenditures and maintains employee payroll tables in FI\$Cal to ensure all Federal Funds are expended. Prepares annual housing cost report for the Enforcement Division. Conducts federal receipts forecasting and financial analysis to project future departmental needs, provides written and oral presentations of findings to executive management, DOF, and members of the legislature.
- 10% Tracks receipts for the Enforcement Litigation Fund and prepares a monthly department/SCO fund balance reconciliation. Prepares the annual fund condition statement to be included in the Governor's budget.
- 10% Oversees preparation of and/or edit of all departmental Budget Change Proposals (BCPs) to ensure each proposal contains proper and sufficient workload justification to support the request. Analyzes BCPs for conformity with the Department's and State's policies and procedures; ensures that all DOF requirements are met. Makes recommendations and provides pertinent information and guidance relative to budgetary concerns to Executive staff on all BCPs. Attends all DFEH legislative budget hearings, budget meetings with the DOF and LAO staff. Prepares hearing binders.
- 10% Assists Accounting with various reconciliations such as FI\$Cal/SCO fund reconciliation, bank statement reconciliation, encumbrance reconciliation, and the year-end statements.

Marginal Functions:

- 5% Acts as the departmental liaison for FI\$Cal/Hyperion as it relates to Budgeting
- 5% Other duties as assigned.

Desirable Qualifications:

- State service work experience in either a budget office or in a program budget capacity.
- Experience preparing and presenting budget analysis.
- Knowledge of the principles and practices of governmental budgeting and accounting.
- Experience working directly with Executive Staff, the Department of Finance, Legislative Staff and/or the Legislative Analyst's Office.
- The ability to develop various types of budget documents, analyze and solve difficult technical budget problems.
- The ability to analyze situations accurately and develop an effective course of action.
- The ability to exercise a high degree of initiative and independence of action.
- The ability to work well under pressure, meet deadlines and adapt to changing priorities.
- Ability to communicate effectively orally and in writing.
- Knowledge and proficiency to utilize Microsoft Office Word and Microsoft Excel.

Supervision Received:

The incumbent will receive direct supervision from the Fiscal Officer, and will also at times receive direction from the Deputy Director of Administration.

Supervision Exercised: None.

Personal Contacts:

The incumbent has regular contact with Executive staff, accounting staff, the Department of Finance and control agency representatives.

Actions and Consequences:

Failure to use good judgment in handling sensitive and confidential information could result in sensitive information being released to unauthorized persons and/or incorrect information used to make personnel management decisions.

I have read and understand the duties assigned as described above.

Signature of Employee

Date

Supervisor's Signature

Date