

<u>CLASSIFICATION TITLE</u> Associate Budget Analyst	<u>DISTRICT/DIVISION/OFFICE</u> HQ/Budgets/Budget Policy & Development Branch	
<u>WORKING TITLE</u> Budget Analyst	<u>POSITION NUMBER</u> 900-082-5284-xxxx	<u>EFFECTIVE</u>

As a valued member of the Caltrans team, you make it possible for the Department to improve the mobility across California by being innovative and flexible; reporting to work as scheduled; working cooperatively with team members and others; and treating others fairly, honestly and with respect. Your efforts are important to each member of the team, as well as those we serve.

GENERAL STATEMENT

Under the direction of the Chief, Budget Policy & Development Branch (SSM II), the Associate Budget Analyst will be responsible for preparing, maintaining, and developing technical documents used to create the Department's portion of the annual Governor's Budget. As a program budget analyst, the incumbent will coordinate and prepare statewide support budget allocations and reconcile those to the State Operations appropriations. Incumbent will prepare expenditure reports and monitor internal budgets; develop Budget Change Proposals and Finance Letters for assigned program; perform independent analysis of financial information; review and evaluate budget documentation; coordinate the preparation and submittal of program budget materials and provide training to budget staff on those materials; prepare and evaluate reports for consistency and accuracy; and provide liaison functions to supporting data systems. Irregular hours during peak workload periods may be required.

TYPICAL DUTIES

Percentage Job Description

Essential (E)/Marginal (M)

45% (E) Works independently and collaboratively with team members in preparing all Budget Schedules including, but not limited to, past-year, current-year, and budget-year Schedule 10s; Pro-Rata/SWCAP; Schedule 10, Revenue; Schedule 2, Changes in Authorized Positions; Fund Condition Statements; Summary by Object; Schedules 9 & 11, Operating Expense & Equipment; and Reimbursement/Federal for submittal to Department of Finance (DOF). Responsible for the development of the annual Schedule 8 and 7A (Salaries & Wages Supplement), which includes providing direction and assistance to the Position Control Unit, Division of Human Resources, on the Schedule 8 reconciliation process. Provides consultative position management and fiscal services as related to the Standard 607 development process. Evaluates the departmental and program impact of all Budget Letters issued by DOF. Ensures the Governor's Budget package has been developed in conformance with departmental, Agency and Governor's Office policies, and with the DOF requirements. Researches and compiles data to create spreadsheets in response to drills (i.e.; Budget Letters) from DOF, Legislative Analyst's Office, and Agency. Provides technical assistance to the Budget Office, answers budget related questions and resolves budget related issues. Participates in special assignments.

35% (E) Consults with programs in all aspects of monitoring their statewide expenditures by program, category of expenditure and fund source, and coordinate results each month with budget managers and program budget representatives as information will also be used to calculate monthly projections. Evaluate expenditures and projections for accuracy and consistency against encumbrances, and prior-year expenditures. Monitor and reconcile Budget Act appropriations to budget expenditure levels to ensure proper financial controls are in place.

ABA (Garcia)
Budget Policy & Development
6/2/2014

20% (E) Prepare Budget Change Proposals, Finance Letters, Budget Revisions, and Section Letters. This includes responsibility for the recording of all the above once approved by the DOF, Legislature, and Governor's Enacted Budget. Track Legislative Analyst's Office Supplemental Language reporting requirements, questions and responses.

SUPERVISION EXERCISED OVER OTHERS

This position does not exercise direct supervision. However, the incumbent may have a lead role in special assignments with planning and coordinating the work of others on a variety of large, sensitive and complex assignments.

KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Strong analytical skills are essential. The ABA in this position must have knowledge of the State's budget development process and requirements; State Administrative Manual; DOF requirements; Governor's Office; Agency and Departmental Budget policies; and Department's mission, goals and objectives. Incumbent must be familiar with the legislative process and its corresponding impact upon the budget process and sources of funding. The incumbent must have knowledge of research methods and techniques, and have the ability to understand computerized models in order to research or analyze data. Additionally, incumbent must have the ability to communicate effectively to individuals and groups, both orally and in writing; plan, organize and prioritize complex and sensitive workload issues to complete complex assignments; prepare and present technical information in a format suitable for management reporting; analyze information and make recommendations; and establish and maintain cooperative working relationships.

CONSEQUENCES OF ERROR / RESPONSIBILITY FOR DECISIONS

This position is charged with ensuring the technical integrity of the Department's final Governor's Budget. Failure to ensure this final product complies with established requirements could result in the Department's failure to have an acceptable budget product for the DOF, Agency, and legislative review and approval.

PUBLIC AND INTERNAL CONTACTS

Incumbent has frequent contact with Departmental management and staff as well as DOF representatives (contacts include Program Budget Manager, Assistant Program Budget Manager, Principal Program Budget Analyst and Budget Analyst), and will provide information and respond to questions. Relationships with DOF have a major impact on the Department's credibility, and frequently affect the ability of the Department to influence public policy.

PHYSICAL, MENTAL AND EMOTIONAL REQUIREMENTS

Employee must have the ability to do the following: sit for long periods of time using a keyboard and video display terminal; develop and maintain cooperative working relationships; concentrate in order to review and create documents and meet strict deadlines; grasp the essence of new information; master new technical knowledge; multitask; adapt to changing priorities; complete tasks or projects with short notice; deal effectively with pressure; exercise a high degree of independence in carrying out the assigned duties; and maintain focus and intensity yet remain optimistic and persistent even under adversity. Must be able to perform effectively under rigid time constraints and pressure. Working irregular hours during peak workload periods may be required.

WORK ENVIRONMENT

Assignments are wide, varied and complex, involving tight deadlines, overtime, conflict, and the associated stress and tension in the development and monitoring the budget. Employee will work in a six-story climate controlled office under artificial light. Working hours will be set sometime between 7:30 a.m. and 5:30 p.m.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE

DATE

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

SUPERVISOR

DATE