



## DUTY STATEMENT

<b>Classification:</b> Associate Budget Analyst		<b>Position Number:</b> 162-5284-703
<b>Division/Office/Section:</b> AFITS/FSB/Budgets and Economic Research		
<b>Location:</b> Sacramento	<b>Effective Date:</b> 07-01-2015	
<b>Employee's Name:</b>		
<b>Supervisor's Name:</b>		<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Collective Bargaining Identifier (CBID):</b> R 01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools and equipment; complete assignments in a timely and efficient manner; and, adhere to department policies and procedures regarding attendance, leave, and conduct.

### POSITION DESCRIPTION:

Under general direction of Staff Services Manager II, the Associate Budget Analyst prepares planning estimates and budget schedules for the Governor's Budget, prepares budget change proposals, budget revisions, transfers of budget allotments, and annual budget plans. Responsible for the review and monitoring of multi-funded programmatic budget. Maintains budget control spread sheets to monitor allotment and expenditure activities for both current and budget year. Tracks equipment and out of state travel expenditures. Meet as needed with Program managers to review CALSTARS generated budget reports. Prepares expenditure projections and other management reports.

### ESSENTIAL FUNCTIONS

- 35%** Prepares and maintains CalRecycle's multi-funded programmatic budget. This includes preparation of planning estimates; budgetary schedules; salaries and wages supplement; Governor's budget; budget revision, transfers of budget allotments; annual spending plans, etc.
- 20%** Reviews and analyzes Budget Change Proposals (BCPs). Provides fiscal detail of BCP's and when appropriate, will prepare BCPs as part of the Governor's Budget; analyzes legislation to determine fiscal impact on CalRecycle's budget.
- 20%** Reviews and monitors monthly CALSTARS budget report of allotments and expenditures. Provides and reviews with Division staff and Executive staff, monthly budget reports. Prepares expenditure projections and other management reports.
- 20%** Reviews and approves various fiscal requests contained in Requests for Approval (RFA)/Form 213s/Std. Form 607, etc. Ensures that the funding is available to carry out these requests and that coding information matches programmatic allocations.

### MARGINAL FUNCTIONS

- 5%** Works directly with the CalRecycle's Executive staff, Division staff, Agency staff and management of various control agencies such as California Department of Human Resources (CalHR), State Controller's Office (SCO), Department of Finance and Legislative Analyst Office to provide expertise on miscellaneous budget matters. Confers with Control Agencies on budget issues. Other projects when necessary.