



## DUTY STATEMENT

<b>Classification:</b> Research Analyst II (Economics)		<b>Position Number:</b> 162-5792-001
<b>Division/Office/Section:</b> AFITS/Fiscal Services Branch/Budgets and Economic Research		
<b>Location:</b> Sacramento	<b>Effective Date:</b>	
<b>Employee's Name:</b>	<b>Supervision Exercised:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
<b>Supervisor's Name:</b>		
<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 incumbent shall act in a lead capacity and perform a variety of economic research, analytical, and budgetary activities related to various aspects of solid waste management and resources recovery. The incumbent may also be responsible for assisting with contracts with consultants to carry out similar projects.

### ESSENTIAL FUNCTIONS

- 30%** Assist in the development and execution of economic research to support the implementation of waste management, resources recycling and recovery programs. Assist in developing contracts with consultants to carry out similar projects. Provide consultation to departmental staff for the development of internal and legislative reports.
- 30%** Perform research and develop monthly and quarterly forecasts to project CalRecycle's revenues and expenditures from its various funding sources. Analyze financial and economic trends and fund balances and make recommendations for potential fee or policy adjustments. Develop reports and make presentations to management and executive staff as required.
- 20%** Assist in the preparation and maintenance of CalRecycle's multi-funded programmatic budget. This includes preparation of the Governor's Budget, analysis of Budget Change Proposals (BCPs), budgetary schedules, salaries and wages supplement, budget revisions, transfers of budget allotments, annual spending plans, etc. Analyze fiscal legislation to determine impact on CalRecycle's budget.

### MARGINAL FUNCTIONS

- 10%** Establish and maintain contacts with various groups and individuals in the public and private sectors, conduct staff meetings, respond to inquiries, and handle correspondence as requested. Manage BOE fee collection contracts and facilitate quarterly meetings with the Board of Equalization and appropriate CalRecycle staff.
- 10%** Works directly with the CalRecycle's Executive staff, Division staff, Agency staff and management of various control agencies such as Department of Personnel Administration, State Controller, Department of Finance and Legislative Analyst Office to provide expertise on miscellaneous economic forecasting and budget matters. Confers with Control Agencies on budget issues. Other duties as required.