



DUTY STATEMENT

Classification: Associate Budget Analyst Limited-Term		Position Number: 162-5284-930
Division/Office/Section: AFITS/FSB/Budgets and Economic Forecasting Office		
Location: Sacramento	Effective Date:	
Employee's Name:		
Supervisor's Name:		Supervision Exercised: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Collective Bargaining Identifier (CBID): 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 generated budget reports. Prepares expenditure projections and other management reports.

ESSENTIAL FUNCTIONS

- 40%** Prepares and maintains CalRecycle's multi-funded programmatic budget in Fi\$cal. This includes keying and reconciling preparation of planning estimates; budgetary schedules; salaries and wages supplement; Governor's budget; budget revision, transfers of budget allotments; annual spending plans, etc.
- 40%** 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. Prepare and process approvals in Fi\$cal and other fiscal systems.

MARGINAL FUNCTIONS

- 5%** Reviews and monitors monthly budget reports of allotments and expenditures.
- 5%** Provides and reviews with Division staff and Executive staff, monthly budget reports.
- 5%** Prepares expenditure projections and other management reports.
- 5%** 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;

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation:	Date:
Employee Signature:	
I certify that the above accurately represent the duties of the position:	Date:
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:	
C&P Analyst:	Date Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require annual physical.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)

IDENTIFICATION OF PHYSICAL, COMMUNICATION, & ENVIRONMENTAL DEMANDS

- VISION** – You must have sufficient vision to perform the following duties: read and write.
- HEARING** – Your hearing must be sufficiently acute to perform following duties: answer the telephone, listen to supervisor’s instructions, interact with internal and external parties, and actively participate in meetings.
- SPEECH** – You must have sufficient ability to speak to perform following duties: verbally communicate with internal and external parties.
- CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: (a-k) work at desk using computer, telephone, calculator, stapler, and desk lamp; (a-n); (a-j) operate office equipment.
- MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: write with a pen and pencil, use a computer, turn pages of a document, file material, and operate various office equipment.
- BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: file material, occasionally pick up paper and load copy machine, and retrieve items from supply cabinet.
- SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: use computer, review and prepare written material, and attend and participate in meetings.
- LIFTING** – You must be able to lift up to __ pounds to perform the following duties:
- CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: review written material and make corrections as necessary, be alert in verbal communication, listen to and follow instructions, and actively participate in meetings.
- EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: move around in the workplace while performing daily duties and responsibilities, and safely operate office equipment.
- LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: actively participate in meetings and move around in the workplace while performing daily duties and responsibilities.
- CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the health and safety of others:
- DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive to perform the following duties.
- Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date