

Associate Budget Analyst

Task Statements

1	Prepare budget schedules (e.g., salaries and wages, change and authorized positions) to produce the Governor's Budget using financial records for prior year, current year and budget year including CALSTARS reports (e.g., Q14, Q16, Q35, B06), in accordance with the Department of Finance (DOF) Budget Letters, State Administrative Manual (SAM), and applicable policies and procedures.
2	Prepare Budget Change Proposals (e.g., Baseline, Policy, Population, May Revision, Capital Outlay) and Finance Letters to propose changes (e.g., augment, redirect) that could potentially have an effect on the Governor's Budget.
3	Analyze the fiscal impact of Budget Change Proposals (e.g., Baseline, Policy, Population, May Revision, Capital Outlay), Finance Letters, and departmental deficiencies to make recommendations to management for baseline changes (e.g., augmentations, reductions, appropriations, re-appropriations) using prior year funding decisions, Strategic Plan, Monthly Budget Plans, and workload studies to meet program needs.
4	Respond to questions and inquiries regarding the fiscal impact of Budget Change Proposals (e.g., Baseline, Policy, Population, May Revision, and Capital Outlay), Finance Letters, Legislation, and departmental deficiencies to provide feedback to control agency staff using prior year funding decisions, Strategic Plan, Monthly Budget Plans, CALSTARS reports, and workload studies upon request.
5	Reconcile departmental appropriations by source of funding with State Controller's Office (SCO) and Department of Finance (DOF) to maintain accurate budget authority using procedures and/or processes (e.g., Executive Orders, Budget Revisions, Allocation Orders) in accordance with the State Administrative Manual (SAM), and applicable policies and procedures.
6	Prepare departmental appropriations for the individual accounting offices using allocation orders to distribute spending authority to each accounting office in accordance with the Budget Act and/or Special Legislation.
7	Prepare current year initial allotment and budget changes based on authorized funding for each division/institution by using the enacted Governor's Budget, changes in authority, and program by fund in accordance with the State Administrative Manual (SAM) and appropriate Government Codes.
8	Analyze fiscal expenditures and projections to identify the fiscal status of a program and make recommendations to management on status of division/institution's budget using data (e.g., Monthly Budget Plan, personnel reports) in accordance with State statutes and regulations, departmental policies and procedures.

9	Prepare Out-of-State Travel Blanket to request authorization to travel out of State in accordance with the Department of Finance (DOF) travel policies, State Administrative Manual (SAM), and appropriate Government Codes.
10	Monitor Out-of-State Travel Blanket to compare travel requests and work with programs to resolve outstanding issues.
11	Analyze proposed and current legislation to determine funding impact on departmental programs using various resources (e.g., published reports, subject matter experts, prior proposals) in accordance with State statutes and regulations, departmental policies and procedures.
12	Conduct process and outcome evaluations of departmental budget to guide future budget development.
13	Provide advice, assistance, and general technical support regarding various topics (e.g., budget, travel) to inform policy developers, stakeholders, or management.
14	Facilitate meetings to discuss information that is necessary for budget adjustments and/or to resolve issues pertinent to the area of research.
15	Review expenditures to determine compliance with applicable control agencies, bargaining unit agreements, legislation, and department/agency policies.
16	Monitor expenditures to prohibit overspending and correct allocations in compliance with State Administrative Manual (SAM) and appropriate Government Codes.
17	Act as liaison between Budget Office, department/agency employees, and/or various control agencies on budgeting issues.
18	Analyze budget records (e.g., monthly expenditure report, CALSTARS reports) to assess accuracy, completeness, and conformance to reporting and procedural standards.
19	Review budget reports and reconciliations with stakeholders by comparing budget to expenditures to ensure funds/appropriations are not overspent.
20	Maintain budgetary authorization for positions within a program(s) which requires ongoing reconciliation of various position transfers, reclassification and abolishment of positions in accordance with the State Administrative Manual (SAM) and appropriate Government Codes.
21	Maintain and update budget records in databases to accurately report the financial position of the entity.
22	Develop recordkeeping systems for the budget office to maintain supporting documentation to maintain fiscal solvency.
23	Develop administrative rates [e.g., Indirect Cost Rate Proposal (ICRP), emergency rates, departmental rates] to allow State and department to recover costs for providing goods and/or services to other departments or outside vendors (e.g., federal, city, county, private entities).
24	Verify assessment rates (e.g., fees, hourly rates) to determine that revenues are in line with expenditures in order to maintain fiscal solvency.

25	Write reports, project summaries, or other more complex documents using word processing and spreadsheet software to document processes, projections, or to respond to various budgetary requests.
26	Write letters, memoranda, email, and other correspondence using word processing software or other electronic means in order to communicate with various stakeholders, control agencies, and/or management.
27	Review and edit written documents created by others to ensure proper grammar, spelling, format, and to verify that information is accurate and clearly written.
28	Read and interpret policy manuals, legislative guidelines, departmental manuals, or other written materials related to relevant tasks or assignments.
29	Respond to inquiries (e.g., Department of Finance, legislative offices, government agencies, special interest groups) about departmental/agency activities to address concerns and issues.
30	Communicate in a professional and effective manner at all times with management and others (e.g., state employees, federal employees) to provide and obtain information and maintain relationships.
31	Provide information to supervisors, coworkers, and subordinate employees by telephone and/or in person.
32	Perform basic arithmetic computations (i.e., addition, subtraction, multiplication, division, decimals, percentages fractions) using adding machines, spreadsheet software, and/or scientific calculators in order to estimate expenditures and revenues.
33	Conduct basic statistical and/or mathematical analyses (e.g., percentages, means) in order to estimate expenditures and revenues.
34	Perform basic algebraic computations (e.g., algebra, trigonometry) using spreadsheet software in order to estimate expenditures and revenues.
35	Summarize numerical data into graphs and charts to communicate key points and trends.
36	Analyze business operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses or to provide recommendations.
37	Analyze documents (e.g., bill analysis, legislation) by gathering relevant information and consulting with program staff to determine relevant interpretations of regulations.
38	Conduct research using various tools (e.g., internet, databases, regulations, budget acts) to collect relevant information to complete job tasks.
39	Analyze numerical and financial data to compile and maintain fiscal reports (e.g., initial allotment, year-end) for fiscal solvency.
40	Collaborate with program staff and/or other departmental staff on the completion of complex fiscal activities that have a multifunctional and/or statewide impact by providing information/solutions relating to such activities (e.g., fiscal reports, contract funding, travel requests, Out-of-State Travel Blanket, funding processes).

41	Provide audit information to management and other stakeholders by gathering data (e.g., findings, source documents), making necessary operational corrections, justifying processes, and/or contesting report findings.
42	Prioritize the handling of problems or issues related to the progress of work projects or assignments to determine the best course(s) of action to mitigate the impact of such issues and/or problems.
43	Determine work priorities, scope of assignments and establish deadlines for work to ensure objectives are met effectively and in a timely manner.
44	Coordinate data gathering process with other units, departments, and other jurisdictions to ensure project objectives are met.
45	Participate in training to increase knowledge and/or receive updated information to perform budget program functions and meet Departmental needs.
46	Establish project work plans to monitor the progress of budget activities and ensure timely completion of defined objectives.
47	Coordinate the work of others in planning, organizing, and conducting budgetary projects to meet project objectives and timelines.
48	Facilitate or lead a work group or team to accomplish work assignment objectives and goals.