

**CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION**

POSITION DUTY STATEMENT

PROPOSED

CURRENT

CDCR INSTITUTION OR HEADQUARTERS PROGRAM Office of Audits and Court Compliance		POSITION NUMBER 065-401-5157-811		MCR / HCR D/MCR I
DIVISION / UNIT  Division of Correctional Policy Research & Internal Oversight Office of Audits and Court Compliance Audits and Operational Data Branch Management and Audit Support Section		CLASSIFICATION TITLE Staff Services Analyst		
		WORKING TITLE Budget and Procurement Analyst		
		TIME BASE / TENURE Full time/ Permanent	CBID R01	WWG 2
LOCATION Sacramento	INCUMBENT Vacant		EFFECTIVE DATE January 2023	

**CDCR'S MISSION and VISION**

**Mission**

To facilitate the successful reintegration of the individuals in our care back to their communities equipped with the tools to be drug-free, healthy, and employable members of society by providing education, treatment, rehabilitative, and restorative justice programs, all in a safe and humane environment.

**Vision**

We enhance public safety and promote successful community reintegration through education, treatment, and active participation in rehabilitative and restorative justice programs.

**COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION**

The California Department of Corrections and Rehabilitation (CDCR) and California Correctional Health Care Services (CCHCS) are committed to building and fostering a diverse workplace. We believe cultural diversity, backgrounds, experiences, perspectives, and unique identities should be honored, valued, and supported. We believe all staff should be empowered. CDCR/CCHCS are proud to foster inclusion and representation at all levels of both Departments.

**DIVISION OVERVIEW**

The Office of Audits and Court Compliance's (OACC) mission is to help CDCR achieve its goals through an objective systematic, disciplined and collaborative approach to evaluate and improve the effectiveness of risk management, promote efficient and effective management of departmental resources, and monitor compliance with court-ordered remedial plans. OACC accomplishes this by identifying departmental risks; analyzing data; and performing audits and reviews. OACC communicates the results through accurate, objective, and timely reports; corrective action plan requests; and follow-up monitoring updates.

**GENERAL STATEMENT**

Management and Audit Support (MAS) provides administrative support for OACC including fiscal, human resources, facilities, procurement, information technology, space planning, policy and procedures, training, travel, safety, legislative coordination, records retention, Public Records Act requests, and asset management. MAS also provides program support for OACC which includes preparing the annual audit and compliance review schedule; and coordinating, editing, and distributing all internal audit and compliance review reports and correspondence; tracking corrective action plans; and document preparation.

Under direction of the Staff Services Manager I (SSM I), the Staff Services Analyst (SSA) is responsible for all budget and procurement related activities for OACC, performing duties with an intermediate Digital Fluency in a wide variety of consultative, analytical, and evaluative assignments. The SSA is OACC's assigned budget and procurement analyst with the Department's Accounting and Budget Offices.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
<b>ESSENTIAL FUNCTIONS</b>	
35%	Under supervision of the SSMI prepare, maintain and review all budget documents monthly and upon manager's request; enter program projections into the Budget Forecasting Function (BFF); reconcile expenditures posted in the Budget Consumption Report (using SAP GUI) against projections on internal budget report workbook; develop revisions to the operating budget and year end spending projections, estimate future financial needs by identifying all surpluses and deficits and anticipating new spending priorities for initial allotment requests (this will include researching each of OACC's classification bargaining units for potential salary increases, or one-time payments), provide budgetary oversight and recommendations to management with evidence-based data analysis; reconcile all expenditures against various fiscal/budget reports and travel expense claims; audit travel claims for compliance with travel regulations, policy, and procedure; make recommendations to management on budgetary needs; prepare and review SAP GUI reports via the BFF, verify availability of funding; draft memorandums and justifications by examining funding requests for accuracy, merit and authenticity;
30%	Under supervision of the SSMI prepare, oversee, verify, and monitor all IT goods and services and non-IT goods and services based on procurement policy and process, draft memorandums and justifications when necessary for the occasional purchase outside CDCR's procurement standards, determine supply needs and research California state approved vendors for the most fiscally appropriate purchases, this includes acting as a liaison and communicating pricing and program performance needs to vendors and suppliers; document processes and produce cost-benefit analysis reports for review by managers;
15%	Act as liaison with the Budget Management Branch (BMB), Office of Business Services (OBS), and Accounting Services staff on all budget, accounting, and in/out-of-state travel issues; serve as the In and Out of State Travel Coordinator by providing direction and assistance to staff regarding CDCR policy and procedures; and give technical assistance when needed for Concur and CalATERS.
10%	Act as SAP GUI Superuser: via Microsoft Teams and screen sharing, provide navigation training and submit user access requests in SAP GUI for OACC Staff to use SAP GUI software for the Audits & Compliance user role.
<b>MARGINAL FUNCTIONS</b>	
5%	Attend required staff meetings, complete required hours of In-Service Training; pick-up any issued pay warrants from accounting and coordinate with staff for pick-up from office location when necessary; complete special projects and assignments as assigned by the supervisor and management.
5%	Perform administrative duties including, but not limited to: adhere to Department policies, rules and procedures; submit administrative requests including leave, travel, and training in a timely and appropriate manner; accurately report time, and submit timesheets by the due date.
<b>SPECIAL REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• <b>Digital Fluency:</b> In order to perform satisfactorily, incumbents must possess above average knowledge of the Microsoft Office Suite, <b>specifically Microsoft Excel with intermediate formula abilities</b>, and Adobe Acrobat DC. Familiarity of SAP GUI Finance and Supply Chain, and SharePoint is preferred, but not required.</li> <li>• CDCR does not recognize hostages for bargaining purposes. CDCR has a "NO HOSTAGE" policy and all prison inmates, visitors, nonemployees and employees shall be made aware of this.</li> </ul>	

- This position requires the incumbent to maintain confidentiality and exercise good judgment; work with minimal supervision; be professional, flexible, and diplomatic; independently organize and prioritize work in order to complete assignments in a timely and effective manner; perform accurate and completed staff work; and adhere to departmental policies and procedures regarding attendance, leave, and conduct. The Budget and Procurement Analyst must work cooperatively and professionally with internal and external stakeholders; work efficiently and effectively in a team environment; and effectively communicate (written/verbal/listening) with staff and other stakeholders.
- Physical Requirements: requires prolonged sitting; and the ability to operate standard office equipment such as, but not limited to, a personal computer (desktop or laptop) and document systems (copier, facsimile, and scanner). Must be able to lift up to 25 pounds.
- Attendance: must maintain consistent and regular attendance. Must be regularly available and willing to work the hours OACC determines are necessary or desirable to meet its business needs.
- Confidentiality Clause: due to the nature and responsibility of this position all verbal and written transactions, documents, assignments, and/or communications are considered confidential and should not be discussed with anyone other than your chain of command unless stated otherwise.
- **This position may require up to 10% local travel.**

**To be reviewed and signed by the supervisor and employee:**

**EMPLOYEE'S STATEMENT:**

- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.*

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE

**SUPERVISOR'S STATEMENT:**

- *I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION*
- *I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE

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DIVISION / UNIT  Division of Correctional Policy Research & Internal Oversight Office of Audits and Court Compliance Audits and Operational Data Branch Management and Audit Support Section	CLASSIFICATION TITLE Associate Governmental Program Analyst			
	WORKING TITLE Budget and Procurement Analyst			
	TIME BASE / TENURE Full time/ Permanent	CBID R01	WWG 2	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
LOCATION Sacramento	INCUMBENT Vacant		EFFECTIVE DATE January 2023	

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Under direction of the Staff Services Manager I (SSM I), the Associate Governmental Program Analyst (AGPA) is responsible for all budget and procurement related activities for OACC, performing duties with an intermediate Digital Fluency in a wide variety of consultative, analytical, and evaluative assignments. The AGPA is OACC's assigned budget and procurement analyst with the Department's Accounting and Budget Offices.

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<p><b>ESSENTIAL FUNCTIONS</b></p>	
<p>35%</p>	<p>Independently prepare, maintain and review all budget documents monthly and upon manager's request; enter program projections into the Budget Forecasting Function (BFF); reconcile expenditures posted in the Budget Consumption Report (using SAP GUI) against projections on internal budget report workbook; develop revisions to the operating budget and year end spending projections, estimate future financial needs by identifying all surpluses and deficits and anticipating new spending priorities for initial allotment requests (this will include researching each of OACC's classification bargaining units for potential salary increases, or one-time payments), provide budgetary oversight and recommendations to management with evidence-based data analysis; reconcile all expenditures against various fiscal/budget reports and travel expense claims; audit travel claims for compliance with travel regulations, policy, and procedure; make recommendations to management on budgetary needs; prepare and review SAP GUI reports via the BFF, verify availability of funding; draft memorandums and justifications by examining funding requests for accuracy, merit and authenticity;</p>
<p>30%</p>	<p>Oversee, verify, and monitor all IT goods and services and non-IT goods and services based on procurement policy and process, draft memorandums and justifications when necessary for the occasional purchase outside CDCR's procurement standards, determine supply needs and research California state approved vendors for the most fiscally appropriate purchases, this includes acting as a liaison and communicating pricing and program performance needs to vendors and suppliers; document processes and produce cost-benefit analysis reports for review by managers;</p>
<p>15%</p>	<p>Act as liaison with the Budget Management Branch (BMB), Office of Business Services (OBS), and Accounting Services staff on all budget, accounting, and in/out-of-state travel issues; serve as the In and Out of State Travel Coordinator by providing direction and assistance to staff regarding CDCR policy and procedures; and give technical assistance when needed for Concur and CalATERS.</p>
<p>10%</p>	<p>Act as SAP GUI Superuser: via Microsoft Teams and screen sharing, provide navigation training and submit user access requests in SAP GUI for OACC Staff to use SAP GUI software for the Audits &amp; Compliance user role.</p>
<p><b>MARGINAL FUNCTIONS</b></p>	
<p>5%</p>	<p>Attend required staff meetings, complete required hours of In-Service Training; pick-up any issued pay warrants from accounting and coordinate with staff for pick-up from office location when necessary; complete special projects and assignments as assigned by the supervisor and management.</p>
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