

PROPOSED DUTY STATEMENT

Class Title Staff Services Analyst	Position Number 580-035-5157-001
COI Classification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Unit Community Development and Engagement	
Section	
Branch	
Division Office of Health Equity	

This position requires the incumbent 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 departmental policies and procedures regarding attendance, leave, and conduct.

Job Summary: Under the supervision of the Staff Services Manager I, Chief of the Community Development and Engagement Unit, the Staff Services Analyst (SSA) independently provides administrative, operational, and contractual support for the Office of Health Equity (OHE).

Supervision Received: Under the supervision of the Staff Services Manager I, Chief of the Community Development and Engagement Unit.

Supervision Exercised: None

Description of Duties: See below

Percent of Time Essential Functions

30% Analyze OHE revenue and expenditure data to identify current or potential problems. In coordination with OHE programs, provide actual expenditure and revenue information and forecasted projections as necessary. Works with the Financial Management Branch's Budget Analyst to monitor OHE adherence to budget authority, develop alternatives and recommend appropriate actions to spend within budgeted allocations for personal services (salaries), operating expenses, and equipment. Identify and recommend adjustments in budget line items and spending to allow funding for special activities, purchases, and/or to provide for mandated budgetary reductions/savings. Present budget information to OHE management and staff, and make recommendations on budget adjustments. Assist in coordinating and developing the federal grant budget for federal grants. Prepare ongoing and ad hoc expenditure and revenue status reports for management review at various organizational levels by utilizing transactions on Calstars Online Reporting Environment (CORE) reports. Coordinate and maintain internal management reports for OHE staff to monitor state general fund and federal program allocation activities. Review fiscal reports from the departmental Budget and Accounting Sections for accuracy and reconcile revenue and expenditure data with program information. Train staff on interpreting fiscal and expenditure documents.

20% Coordinates facility operation services for OHE staff in the Richmond field office in accordance with CDPH' Program Support Branch and the Department of General Services requirements. As the Surplus Coordinator, facilitates the transfer of surplus of equipment and furniture between field offices. Maintains records for facility operations and surplus activities. Analyzes, develops, and presents fiscal projections for replacement of minor equipment and annual facilities operations costs. Requests to have repairs made to equipment and forwards copy of service order to vendors. Maintains service repair log and equipment brochures. Independently maintains the Records Retention Schedule, archives listing, and destruction reports.

- 20%** Independently researches available procurement options for services requested by the OHE. Responsible for preparing OHE purchase and service orders for information technology, Prison Industry Authority (PIA) and Telecom equipment. Processes OHE procurement purchases for goods and services. Assists as a backup personnel liaison for the OHE, using the Online Appointment and Separation Information System.
- 15%** Provides administrative support to OHE Unit Chiefs related to scheduling, meeting preparation, coordinating presentation requests, and onboarding new staff.
- 10%** Reviews legislation, conducts research, and develops bill analyses detailing programmatic and fiscal impacts related to health and mental health disparities for OHE management consideration.

Percent of Time Marginal Functions

- 5%** Perform other job related duties as required.

Employee's signature	Date
Supervisor's signature	Date