

Department of Consumer Affairs

Position Duty Statement

HR-041 (new 5/04)

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| Classification Title | Board/Bureau/Division |
| Associate Governmental Program Analyst | Medical Board of California |
| Working Title | Office/Unit/Section / Geographic Location |
| Budget Analyst | Administration/Executive Office - Sacramento |
| Position Number | Name and Effective Date |
| 629-120-5393-802 | |

Under the direction of the Administration Manager, Staff Services Manager I, the Associate Governmental Program Analyst (AGPA) performs the more responsible and complex technical budget work associated with the Medical Board of California's (MBC) overall budget and fiscal administrative responsibilities. The AGPA provides analysis and recommendations to management regarding MBC's annual budget, fiscal matters, statistical data and budget related issues. The incumbent is responsible for maintaining the Board's budget fund condition statements, expenditure projections, budget change proposals (BCPs) and legislative fiscal analysis. Additionally, the incumbent serves as the liaison between MBC and the Department of Consumer Affairs (DCA) budget office and has signature authority for all MBC purchase requests. Duties include, but are not limited to the following:

A. Specific Assignment [Essential (E) / Marginal (M) Functions]

75 % Budgetary Responsibilities (E)

- Reviews and extracts data from CalStars, SCO and Department of Justice (DOJ) reports to develop, maintain and evaluate the Board's prior, actual, current and projected fiscal year's budget reports; prepares monthly revenue, expenditure and projection reports; tracks and monitors costs associated with board consultant/professional services contracts, overtime, temporary employee salaries, the Attorney General (AG), Office of Administrative Hearings (OAH) and license renewal revenue. Authorizes and signs all MBC purchase orders. **(45%)**
- Prepares budget reports for quarterly Board meetings to include a fiscal year to date budget/expenditure report, current fund condition statement, board member expense report, Licensing and Enforcement Program budget report, Enforcement/Probation revenue reports and Budget Overview by Program. **(10%)**
- Gathers, analyzes and evaluates budget materials to ensure consistency, accuracy and sufficiency of funds; prepares annual budget packages including schedules of major equipment purchases, contractual services, out-of-state/country travel requests and license renewal statistics. Consults and provides executive management with alternatives and recommendations for meeting Board and Program goals and objectives while remaining within allocated resources. **(10%)**
- Upon the completion of month 13 reconciliation, determines the hourly rate to be charged for services rendered to the allied health programs and prepares the shared services agreements effective July 1 of the following FY; determines the hourly rates to be charged for probation monitoring and criminal cost recovery effective January 1 of the following year; reconciles fiscal year expenditures and revenues. **(10%)**

15 % Legislative Fiscal Analysis & Budget Change Proposals (E)

- Researches, analyzes and consults with staff regarding legislation related to MBC to prepare fiscal impact reports; develops alternatives and recommendations. **(5 %)**

- Researches and prepares special reports or fiscal reports in response to DCA, Business, Consumer Services, and Housing Agency, DOF and Legislative requests. Participates and makes recommendations for the Board's Strategic Plan and Sunset process. (5 %)
- Prepares and analyzes Budget Change Proposals (BCP), in coordination with program managers, to conform with statewide and departmental policies and program objectives; develops or evaluates the workload justification for new positions and determines the appropriate fiscal need. Coordinates, with program managers, the submission of BCP's and concept papers to ensure DCA receives timely. (5%)

10% Statistics (E)

- Gathers data and prepares statistical analysis of various funding issues, including but not limited to AG billing, OAH expenditures, newsletter costs, etc. (5 %)
- Prepares "Budget Distribution" and "Revenue & Reimbursements" statistics for the Board's Annual Report. (5%)

B. Supervision Received

The Associate Governmental Program Analyst is under the direction of the Administration Manager, Staff Services Manager I.

C. Supervision Exercised

None

D. Administrative Responsibility

None

E. Personal Contacts

The incumbent has direct and daily contact with MBC Executive and Program Managers and other board staff; frequent direct contact with the DCA budget and accounting offices; as needed, direct contact with Board Members, OAH and DOJ.

F. Actions and Consequences

Failure to monitor and forecast the Board's budget expenditures could result in the Board over spending its authorization. This would result in the Board having to seek legislative and administrative approval for a deficiency authorization. If this were not approved it would result in staff not being paid, contracts not being honored and Board members potentially being held personally liable for budget over-run; the Board may make incorrect decisions about its ability to expand and pay for enhancements to the services provided by MBC. In addition, if the incumbent did not perform the duties timely and accurately it could adversely affect the efficiency and ability of the board to fulfill its mission to protect consumers and could negatively affect California Healthcare Consumers.

G. Functional Requirements

No specific physical requirements are required. The incumbent works 40 hours per week in an office setting, with artificial light and temperature control. The ability to use a personal computer, 10 key adding machine and telephone is essential. Sitting and standing requirements are consistent with office work.

H. Other Information

Incumbent is expected to exercise a high level of independence and discretion and must possess good communication skills, use good judgment in decision-making, exercise creativity and flexibility in problem identification and resolution, manage time and resources effectively, and be able to work efficiently and cooperatively with others and be able to work under changing priorities and deadlines.

The analyst routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Title 11, section 703D California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name

Revised: TK 11/2015
Approved: