

CALIFORNIA CONSERVATION CORPS

**POSITION DUTY STATEMENT**

WORKING TITLE OF POSITION REIMBURSEMENT CONTRACT ANALYST		REPORTING UNIT NUMBER 271	
DIVISION/BRANCH OR CENTER Administrative Services - Budget Management		LOCATION Sacramento	
CLASS TITLE Staff Services Analyst		POSITION # 533-271-5157-XXX	EFFECTIVE DATE November 1, 2022
<u>Supervision Exercised</u>			
NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
	N/A		N/A

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

Under the supervision and direction of the Reimbursement Contract Manager (Staff Services Manager I), the incumbent performs functions related to review and analysis of reimbursement contracts and other administrative services. This position is responsible for fiscal monitoring and administrative oversight of reimbursement contracts entered into by the CCC, by assisting in the duties specified below:

Relative Time Required	
50%	Review and analyze standard reimbursement agreements and grants for completeness and compliance with Department policies and procedures. This includes data entry and analysis in C-Cubed system, providing field staff and sponsors with approved copy of reimbursement contract, routing contract material for approval, and keeping contract files up-to-date.
20%	Communicate in verbal and written form with program personnel and various agencies, both public and private, regarding pertinent information required for approval of reimbursement agreements. Coordinate and respond to a myriad of daily concerns related to the processing of reimbursement contracts and fiscal issues that arise from Headquarters, Districts, centers, and sponsors in the course of ongoing operations.
10%	Using expenditure data gathered from various departmental sources such as C-Cubed and FI\$CAL, monitor reimbursement contract billings budgets against expenditures on an ongoing basis.
5%	Advise Headquarters, District, and Center staff if adjustments need to be made in C-Cubed and submit for review and approval.
5%	Prepare and submit required reports, as needed.

5%	Disseminate operational instructions/directives and assist the Staff Services Manager I with providing training to Headquarters and Field Units and provide follow-up assistance, as needed.
5%	Review and monitor invoice verification documents, working closely with field operations staff and Accounting staff.

I have read and understand the duties listed above:

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Employee Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

Date \_\_\_\_\_