

Job Posting

Position Information

Requisition Number	20090207
Working Title	Principal Analyst
Appointment Type	Staff - Career
Personnel Program	PSS-Uncovered
Work Hours	Monday - Friday 8a - 5p
Percentage of Time	100%
Organizational Area	ANR:Budget
Location	Oakland
Posting Salary	\$55,272 - \$77,328
Position Summary	<p>The Division of Agriculture and Natural Resources (ANR) is a highly complex organization with operations located in 58 county offices, three regional offices, on three campuses, with ten research and extension centers throughout the State of California. This position requires knowledge of the policies, procedures and technicalities of the various accounting and budget systems used by UC Berkeley, UC Riverside, UC Davis and the Office of the President.</p> <p>The Principal Analyst provides direct budget and financial management support to the Associate Budget Director. This position requires high level analytical support in the management of various fund sources. The Principal Analyst has responsibility for the integrity of budget data collected, analyzed and reported for ANR. This information is critical for decision making and planning by senior management and other leadership positions within the division.</p> <p>This position requires extensive use of independent judgment in management of assignments, university and federal fiscal data, development and adaptation of computer applications to facilitate analysis and reporting.</p>
Special Conditions of Employment	Travel Travel outside of normal business hours
Other Special Conditions of Employment	Occasional overtime and travel
Special Instructions/Additional Information	For full consideration applicants need to submit their applications by September 30, 2009.

	<p>This posting has been reposted as of 8/27/2009 and previous applicants need not reapply.</p> <p>Effective September 1, 2009, the University of California Regents will implement a one year system wide salary reduction furlough program due to the state budget crisis.</p> <p>This position will be subject to the Univeristy of California furlough program as implemented by the UC Agriculture and Natural Resources Division. Additional information is available on the University of California At Your Service web site:</p> <p>http://www.universityofcalifornia.edu/budget/?page_id=87</p>
Job Close Date	Open Until Filled

Job Duties

	Duties	Function	(%)	Ess Duty?
1	<p>The Principal Analyst is responsible for the confirmation, verification and coordination of ANR allocations from various fund sources including; state general funds, federal formula funds, endowment income, endowment cost recovery, indirect cost recovery and STIP.</p> <p>Supervises the inter-location funds transfer process and coordination.</p> <p>Develops and maintains the budgetary control systems to track ANR commitments and various transfers of funds.</p> <p>Reconciles division wide unallocated provisional accounts.</p> <p>Reconciles division wide permanent and temporary augmentations and reductions.</p> <p>Projects year end fund balances.</p> <p>Coordinates the closing of federal formula funds</p> <p>Summarizes usage data regarding federal mail funds and recommends continued levels of funding</p> <p>Assists in the development and implementation of ANR Budget Office database management reporting systems and processes to ensure quality, accuracy and timeliness of information</p> <p>Reconciles various sources of budget data involving the Corporate Financial System and local systems including DaFis for units utilizing UC Davis accounting services and BFS for units utilizing UC Berkeley accounting services.</p>	Funds Management	45	Yes

2	<p>The Principal Analyst is responsible for the dissemination of ANR's complex permanent and temporary budget information.</p> <p>Coordinates the production of the Division's Annual Budget Report for UC and USDA.</p> <p>Research, gather, analyze, reconcile and confirms data collected to support the annual submission of Budget Schedules which detail the permanent and temporary allocations for over fifty units which make up the Division.</p> <p>Assists the Budget Director in developing and determining the methodology for calculating numerous Ad Hoc reports requested by the Office of the President as well as the Division's senior management.</p> <p>Responsible for the compilation and distribution of the annual statewide county budget and fund source reports for the Division.</p> <p>Review existing methodologies, develops systems, methods and procedures to meet special federal budgetary reporting requirements for ANR's federal formula funds.</p>	Budget and Fund Reporting	40	Yes
3	<p>The Principal Analyst provides division wide leadership to ANR's Rate Review Committee.</p> <p>Provides initial review of rate proposals and self-certifications from ANR units.</p> <p>Coordinates the rate proposal review process.</p> <p>Maintains, updates, and develops policies, procedures and rate schedules for ANR income producing activities.</p>	Rate Review Representative	5	Yes
4	<p>Assist in projects for Associate Budget Director, Budget Director and Senior Leadership as needed. Projects include, but are not limited to, ad hoc reporting, serving on committees and assisting in system implementation related to budget issues.</p>	Project and Committees	5	Yes
5	<p>Supervises one Administrative Specialist and acts as a leadperson as to support staff of the Budget Office.</p>	Supervision	5	Yes

Job Requirements

Job Req	Req/Pref
Demonstrated experience and analytical skills to develop, assess, and synthesize information from multiple sources on a broad range of higher education budget issues; perform statistical and qualitative analysis; draw meaningful conclusions and recommendations from data; and write cogent and comprehensive reports.	Required
Demonstrated experience and data management skills to access, manipulate, evaluate, and document large datasets using a variety of automated financial systems, relational databases, data query tools such as Brio, and spreadsheets for informational retrieval, preferably using Excel.	Required
Demonstrated ability to share information clearly in both written and oral presentation	Required
Knowledge of the University of California financial and budget systems policies and procedures	Required

Ability to meet deadlines	Required
Ability to delegate and set priorities	Required
Ability to work independently	Required
Effectively communicate both orally and in writing, including demonstrated ability to convey complex financial information clearly.	Required
Bachelor's degree in the finance, statistics, public policy, or an allied field and six years progressively responsible experience providing related financial analytical and report support in a public policy setting (preferably in higher education or the public sector); or an equivalent combination of education and experience.	Required
Project management and organizational skills to coordinate and support both short and long-term projects with minimum supervision, meeting deadlines with initiative and imagination.	Required