Position Title: ADMINISTRATIVE ANALYST/SPECIALIST – EXEMPT II

Recruitment #: #1966

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R09

Salary: $4,693 - $7,395 per month Exempt

Department: Business Administrative Services/Information Technology Services

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: December 4, 2015

Closing Date: December 18, 2015

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

APPLICATION PACKET REQUIREMENTS
This position requires (including those on campus) submission of:

- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

The Administrative Analyst/ Specialist is responsible for coordinating the flow of budget information between the University Budget Office and divisions of Business & Administrative Services, Student Affairs, University Advancement and the President’s office as assigned.

Under the direction of the Vice President for Business and Administrative Services, the Non-Academic Budget Coordinator is responsible for providing a wide variety of complex accounting, financial and budgetary analysis related to overseeing, tracking and reporting of salary and benefit position control as well as operating expense budgets for the divisions of Business and Administrative Services, Student Affairs, University Advancement and the President’s Office.

Additionally, this position performs all functions related to the administration and management of the Information Technology Services budget and finances. The Analyst centralizes and analyzes all ITS financial information and the tracking of both non-state and state funds. Advises and supports the AVP in all budget matters. In addition to budget management, the analyst provides supervisory support of the campus switchboard and the related student assistant team as well as operational support of the campus photo id (RunnerCard).

California State University, Bakersfield is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
DUTIES:
Coordinates the flow of budget information between Business and Administrative Services, Student Affairs, University Advancement, and the President’s Office

- Serve as resource to non-academic AVP’s and Directors regarding CSU, CSUB & BAS policy interpretation; research problems & budget related questions
- Position Control – Verify all non-academic staff transaction forms including new hires, terminations, reclassifications, IRP’s, etc. before forwarding to HR. Work directly with division Business Experts/Analysts to verify position counts and funding sources.
- Carry Forward Funds – Verify all non-academic Campus and Cabinet Carry Forward Funding Requests before forwarding to appropriate BAS office for processing
- Departmental Inquiries – answer departmental inquiries regarding budget, transfers, positions and PeopleSoft HR and Financial systems (including DataWarehouse). Conduct one-on-one and attend group trainings as subject matter expert as needed. Assist with year-end close processes and new year budget planning.
- Maintain historical budget data. Access information and data for preparation of spreadsheets and reports.
- Keep VP for BAS current on budget status and issues within stated areas.

Administration/Management of Information Technology Services budget

- Analyze the ITS budget and various non-state funds, advise the AVP on all budget issues, evaluate ITS fiscal operations, and recommend policies and procedures that create efficiencies
- Prepare financial reports, budget transfers, journal entries, and expenditure adjustments, prepares and submits budget requests.
- Coordinates, reviews and submits all of the monthly chargeback of ITS services provided to campus users.
- Receives, analyzes and prepares for campus processing all ITS department purchases including payment via the appropriate campus procedure and forms.

Supervisory support of campus switchboard and the related student assistant team, operational support of the campus photo id (RunnerCard)

- Access Request Form Processing
- RunnerCard monthly Location Sales, ADM & carding supply orders

OTHER JOB DUTIES (Marginal Duties)

- Utilize the Employee Action Report to update University Directory.
- File Share Manager-responsible to grant or remove access to all applicable shared areas (new hires/separations)
- SOCI Processing- Overseer the administrative process for faculty evaluations; this process involves all students, all courses, each school, utilizing scantron forms that are scored by student assistants who run machine; they are packaged & distributed to Deans for use with faculty evaluations.
- Property Custodian for E-Apps (Enterprise Applications). Responsible for administrative process to check out or purchase all Laptops/equipment. Prepare checkout/return paperwork and administer annual inventory of all items $2,500 or above or “sensitive” possibly containing sensitive info.
- Attend and participate in all ITS or BAS meetings that require budget expertise
- Attend training and maintain skill currency as appropriate to safely and effectively complete assignments
- Perform other job-related duties and special projects as assigned

REQUIRED QUALIFICATIONS: Equivalent to Bachelor’s Degree & four years of related fiscal and budgetary analysis and budgetary management experience. Experience involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.

- Advanced knowledge of operational and fiscal management.
- Thorough knowledge of and ability to apply extensive expertise to complex administrative specialties.
- Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
- Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
- Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
- Thorough knowledge of English grammar, spelling and punctuation.

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GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of this position. The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: The person holding this position is considered a “mandated reporter” under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.

DESIGNATED POSITION: If the duties of this position include participation in decisions that may have a material financial benefit to the incumbent, the selected candidate will be required to file Conflict of Interest Form 700: Statement of Economic Interest when they first occupy the position, and on an annual basis, complete ethics training within 6 months of appointment, and attend this training every other year thereafter.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.

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