### CSUB JOB ANNOUNCEMENT

**Position Title:** INFORMATION TECHNOLOGY SERVICES BUDGET OFFICER (Administrative Analyst/Specialist – Exempt I)

**Recruitment #:** #2025

**Full/Part-Time:** Full-Time

**Employment Type:** Permanent

**Bargaining Unit:** R09

**Salary:** $3,897 - $6,142 per month

**Department:** Information Technology Services

**Available:** Immediately

**Special Conditions:** Background/ Fingerprint

**Sensitive Position:** Yes

**Posted:** June 3, 2016

**Closing Date:** For priority consideration, application materials must be received by June 17, 2016, however, the position will remain open until filled.

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](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 Information Technology Services. Under the direction of the Associate Vice President and Chief Information Officer the AAS 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 ITS. 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 oversight and support of the campus switchboard and the related student assistant team as well as operational support of the campus photo id (RunnerCard).

**DUTIES:** Administration/Management of Information Technology Services budget, provide complex accounting, and financial and budgetary analysis

- Carry Forward Funds – Verify all ITS Campus and Cabinet Carry Forward Funding Requests before forwarding to appropriate BAS office for processing

**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.
• Unit Inquiries – answer unit 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 AVP of ITS current on budget status and issues within stated units.

Track state and non-state funds, requisitions, track orders, and coordinate with support services
• 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.

Work with directors and AVP to maintain position control and recruit and retain staff by providing analysis on retention efforts
• Position Control – Verify all ITS staff transaction forms including new hires, terminations, reclassifications, IRP’s, etc. before forwarding to HR. Work directly with University Budget and ITS Directors to verify position counts and funding sources.

Oversight and 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
• 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- Oversee 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. 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

SPECIAL CONDITIONS
• Must be willing to travel and attend training programs off-site for occasional professional development.
• Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs.

REQUIRED QUALIFICATIONS: Equivalent to Bachelor’s Degree & three 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.
• Ability to interpret, communicate and apply policies and procedures.
• Demonstrated ability to maintain a high degree of confidentiality.
• Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.

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• Excellent computer skills and competence with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
• Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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.

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 his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

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.