CSUB JOB ANNOUNCEMENT

Position Title: BUDGET ANALYST
(Administrative Analyst/Specialist – Non Exempt)

Recruitment #: #2219

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R09

Salary: $3,288 - $5,809 per month  Non-Exempt

Department: Office of the Associate Vice President for Academic Programs & Dean of Undergraduate & Graduate Programs

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: November 22, 2017

Closing Date: December 6, 2017

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.

Within the Division of Academic Programs, the Administrative Analyst provides both budgetary and administrative support to the AVP of Academic Programs. This position also reports to the Assoc. Dean of Undergraduate and Graduate Studies (UPRC), and the Director of the Helen Hawk Honors Program. This position requires someone with an analytical mind, the ability to think and work independently, and oversee numerous projects simultaneously.

DUTIES:
Budget review, reconciliation, and budgetary planning

- Assist with the planning and management of 16 department budgets;
- Maintain accurate budget records, including proactively monitoring expenditures;
- Prepare and analyze budgetary projects for AVP of Academic Programs and VP of Academic Affairs (Provost);
- Reconcile fiscal accounts for all department budgets, including occasional budget expenditures and journal entries;
- Determine appropriate funding sources;

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- Monthly review of Labor Cost Distribution reports and make any necessary adjustments in a timely manner.
- Regular reports to AVP, Provost, and campus Budget Coordinator;
- Review, approve and log all division forms for chart stream accuracy before obtaining appropriate signature;
- Participate in monthly User Support Committee meetings.

**University Program Review Committee**
- Work with the Ex Officio representative on the UPRC, as well as the Committee chair and other members;
- Schedule weekly meetings;
- Upload minutes and other documents to the UPRC cloud;
- Communicate with committee members, as necessary;
- Update UPRC grid from meeting minutes;
- Assist Ex Officio in administering the program;
- Schedule External Reviews with off campus faculty and interface with HR, the UPRC and department faculty/ASC.
- Prepare letters, as requested;
- Receive, track and distribute Program Reviews to committee members;
- Assist in preparing for annual UPRC Workshop for Deans and Department Chairs.

**Helen Hawk Honors Program (HHHP) and Alpha Chi Honors Society**
- Create, maintain, review and complete various forms, correspondence, procedures and reports for completeness and accuracy;
- Oversee student assistants, proof student communication to HHHP and Alpha Chi;
- Generate and maintain reports for HHHP majors and prospective Alpha Chi members;
- Research issues and communicate with students;
- Assist in the design and procure data necessary for special projects;
- Run GPA reports for both HHHP and Alpha Chi;
- Oversee annual graduation awards programs for both HHHP and Alpha Chi;
- Procure supplies necessary for annual awards programs;
- Administrative support to Honors Counsel;
- Arrange travel, track student submissions to various Honors symposiums and conferences, and prepare subsequent travel documents for reimbursement;
- Process data reports and invitation letters to prospective incoming HHHP students;
- Oversee special event preparations and process budget/reimbursement forms;
- Track HHHP student access to Honors Lounge.

**General Education and General Studies programs**
- Gather raw schedule information from university faculty in both programs and enter into spreadsheet each semester;
- Enter course schedules and periodic updates into PeopleSoft;
- Enter and track faculty workloads, including reports to IRPA;
- Monitor enrollment in certain courses and report to the Director of General Education;
- Assist with communication to various campus departments regarding Block Scheduling holds;
- Monitor courses to ensure grades are entered in a timely manner;
- Budgetary support to the Block Scheduling committee;
- Maintain department records and filing for all course related activity.

**Office Management**
- Create, maintain, review and complete forms, correspondence, procedures, and reports for completeness and accuracy;
- Process departmental personnel transactions (student hiring, separations, timekeeping);
- Maintain confidential office files;
- Track approved vacations for Academic Programs and the Graduate Student Center;
- Procure supplies and materials as needed;
- Schedule GITF and EFT meetings. Take, transcribe and distribute minutes;
- Procure data necessary for special projects;
- Logging and Reporting of forms;
- Faculty MOUAs, at the direction of the AVP of Academic Programs;
- SOCI oversight;
- Ensure a safe work environment by supporting university safety protocols.
REQUIRED QUALIFICATIONS:
- Requires the equivalent to a Bachelor's degree and two years recent (within 3 years) progressively responsible budgetary and clerical experience.
- Foundational knowledge of public administration principles, practices, and methods involving study, analysis, and/or evaluation leading to the development or improvement of administrative policies, procedures, practices, or programs.
- Proficiency in bookkeeping practices, maintain and reconcile accounts and budgets in accordance with prescribed procedures.
- Working knowledge of general practices, program, and/or administrative specialty. Basic knowledge of and ability to apply fundamental concepts. Working knowledge of budget policies and procedures.
- Ability to learn, interpret, and apply a wide variety of policies and procedures relating to and impacting the applicable program, organizational unit, and/or administrative specialty.
- Knowledge of basic methods and procedures for research and statistical analysis and the ability to apply them.
- Ability to analyze data and make accurate projections using business mathematics and basic statistical techniques.
- Ability to organize and plan work and projects including handling multiple priorities.
- Ability to make independent decisions and exercise sound judgment.
- Ability to compile, write, and present reports related to program or administrative specialty.
- Demonstrated ability to establish and maintain effective working relationships within and outside the work group and serve as a liaison for the organizational unit.
- Working knowledge of and ability to apply standard theories, principles, practices, and techniques applicable to the program and/or administrative specialty to develop conclusions and make recommendations.
- Thorough knowledge of policies, procedures, and outside regulations pertaining to the applicable program and/or administrative specialty.
- Working knowledge of operational and fiscal analysis and techniques.
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Skill in the research, development and evaluation of policies and programs, including skill in the collection, evaluation, and interpretation of data to develop sound conclusions and make appropriate recommendations.
- Expertise in investigating and analyzing problems with a broad administrative impact and implications. Ability to anticipate problems and address them proactively.
- Demonstrated ability to effectively interpret, organize, and present information and ideas in written or presentation form.
- Ability to train others on new skills and procedures and provide lead work direction.

PREFERRED QUALIFICATIONS:
- A Bachelor's degree is preferred.
- Experience in software applications used on campus, such as PeopleSoft, 25Live, Outlook and Outlook Calendar, myCSUB (Student and Absence Management, LCD Processes), WCMS, Adobe Reader.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

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](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.