Staff / MPP Position Description

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| HR USE ONLY | |
| Conflict of Interest (COI) Designated:  Yes  No    Mandated Reporter:  Limited  General  N/A | **HR Reviewed By & Date:** |

Conflict of Interest Per Political Reform Act of 1974

If the person holding this position is considered a ‘Conflict of Interest Designate’, under the Political Reform Act of 1974. They are required to comply with the requirements set forth in Conflict-of-Interest codes as a condition of employment.

Mandated Reporter Per CANRA

If the person holding this position is considered a ‘mandated reporter’, under the California Child Abuse and Neglect Reporting Act. They are required to comply with the requirements set forth in [CSU Executive Order 1083](https://calstate.policystat.com/policy/10927154/latest/#attachments/c69e6c3b-de81-4119-9dcb-ead514145a9a/EO-1083%20AttachB_Final%20Draft.pdf) as a condition of employment.

# SECTION I. POSITION INFORMATION

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| **Reason for Position Description (Please check all that apply):** | Classification Review  Update Position Description  New Position  Existing Position  Temporary Reassignment  Permanent Reassignment  Recruitment |
| **This position description is being submitted by:** | Employee  Supervisor/Lead  Dean/Chief Administrator |
| **Effective Date:** |  |
| **Division:** | Admin Affairs |
| **Department:** | Budget |
| **Employee Name:** |  |
| **Humboldt Employee ID:** |  |
| **Current Classification:** | Admin Analyst III |
| **Position Number:** |  |
| **FLSA Status:** | Exempt (not overtime eligible)  Non-exempt (overtime eligible) |
| **Working Title:** | Capital Projects Financial Analyst |
| **Time Base:** | 1.0 |

# SECTION II. PURPOSE OF POSITION

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| **State the basic purpose of the position in one or two specific statements.** | Reporting to the Director of Budget & Financial Planning and in close collaboration with Facilities Management and colleagues across the campus, the Capital Projects Financial Analyst is responsible for planning, developing, leading, and administering highly complex and specialized financial planning and analysis activities associated with Cal Poly Humboldt’s robust capital projects portfolio. This position resides within the University Budget Office but is a uniquely strategic and collaborative role, working closely with Facilities Management and Accounting, to create synergy and streamline the capital projects financial planning and oversight process. Projects and duties assigned have broad campus and potentially, systemwide impact. With the recent infusion of $433 million from the State of California for capital projects to support Cal Poly Humboldt’s transition to a polytechnic institution, on top of an already robust project portfolio, the Capital Projects Financial Analyst serves a critical role in helping ensure Cal Poly Humboldt successfully delivers a truly transformational portfolio of housing and academic projects in the years to come. |

# SECTION III. MAJOR RESPONSIBILITIES

List the major responsibilities/functions of the job in descending order from the most important to the least important. Indicate approximate percentage of time spent in each (percentages should not be less than 5%). An Essential Function is a job-related task that is essential to the job. A marginal function is a job-related task that is not an essential aspect of the job. Essential Functions and Marginal Functions should have a combined total of 100%.

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| **Description of Major Responsibilities:** | **Essential Functional or Marginal Function ?** | **(%) Percent of Time** |
| **Financial Analysis and Reporting**  • Lead the development of complex multi-year financial pro-formas to estimate financial performance and project feasibility  • Lead the preparation of budget projections and oversee implementation of approved capital project budgets  • Responsible for strategic cash flow analysis to ensure the University has sufficient cash flows for the project portfolio from multiple allocation sources with different spending requirements  • Deliver project tracking and reporting to various constituent groups on campus and at a system level; responsible for project budget analysis in identifying budget forecast to completion and troubleshooting budget issues across multiple projects  • Responsible for strategic budget analysis in identifying achievable scopes of work resulting in a project portfolio for recommendation to the Facilities Planning, Design & Construction Director for inclusion in the five-year capital program  • Ensures financial reports as required by the Chancellor's Office are completed, reviewed, and approved and then filed in a timely manner | E | 45% |
| **Financial Management and Oversight of Capital Projects**  • Provide project budgetary oversight and coordination of project financial activities, including administrative oversight of highly complex project budgets to properly account, document, and report in order to meet the requirements of the California State University, Chancellor's Office and other regulatory agencies  • Manage highly complex project funding structures, including expertise of chartfields, applicable policies and regulations, and capital financing methodologies  • Serve as a key contact and expert for campus capital project financial activities and financing considerations  • Serve as liaison with California State University, Office of the Chancellor, Capital Planning Design and Construction (CSUCO-CPDC) as well as Treasure and Finance (CSUCO-T&F) and the Humboldt Facilities Management Planning, Design & Construction Unit (PD&C)  • Responsible for managing project budgets in close collaboration with Facilities Management, including tracking costs and billings, validating chartfields, and preparing monthly and quarterly reports and reconciliations  • Responsible for the coordination for all financial milestones and activities within the established project process; lead innovation and process improvement efforts through involvement in continual improvement evaluation sessions  • Manages the financial closeout of all projects ensuring final reports are available for review and approval of the Campus Construction Administrator prior to closeout  • Actively participate in Facilities Management activities related to capital projects including team meetings, planning, informing strategic positions, and day to day operations and project management | E | 45% |
| Other duties as assigned. | E | 10% |
|  |  |  |
|  |  |  |
| **Total =100%** | | 100% |

# SECTION IV. CHANGES IN RESPONSIBILITES

1. What overall percentage of changes occurred in the assigned duties and responsibilities since the position was filled or the last review? Be specific. If responsibilities have increased or decreased, which ones and in what way? What new duties were added and what did they replace?

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| **Changes in Responsibilities:** | **(%) Percent of Change** | **Date Changed** |
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1. *Did the new duties transfer from another employee? If so, which employee? If the added duties*

*replace other assignments, what will happen to the duties that were removed? (List other positions*

*affected and summarize impact, if applicable.)*

# SECTION V. WORK DIRECTION OVER OTHERS

If this position leads (or manages/supervises if MPP) other positions, then list the classifications. Indicate type of direction, whether direct (directly supervises the position and conducts performance evaluation, MPP Only) or indirect (acting in a lead capacity or assigning work).

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| **Classification** | **Working Title** | **Type of work direction**  **(Direct or Indirect)** |
| Admin Analyst/Specialist II E | Budget Analyst | Indirect |
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# SECTION VI. POSITION REQUIREMENTS:

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| **List education and years of experience required, as listed in Classification Standards. If applicable, include necessary certificates and licenses (Driver’s License).** | **Experience:** Equivalent to three-five years of progressively responsible administrative and analytical work in support of a highly complex organization or projects.  **Education:** Bachelor’s degree and/or equivalent training and administrative work experience involving planning, coordinating and successfully implementing projects and strategic initiatives as well as developing and implementing complex policies, regulations, and procedures |
| **List REQUIRED skills, knowledge, and abilities required for this position. As listed in Classification Standards.** | • Thorough knowledge of and ability to apply extensive expertise to financial, budget, and account management functions  • Expertise in and advanced knowledge of principles, problems, and methods of public administration and fiscal management, including principles of capital planning and financing  • Expertise in conducting highly complex data analysis using statistical and research methods, and ability to leverage critical thinking to evaluate and interpret results, develop sound conclusions, and recommend new or revised policies from a strategic and operational perspective  • Extensive and in-depth knowledge of and ability to apply expertise in the advanced theories, principles, methods and practices associated with capital projects financial activities, including applicable internal policies and procedures and pertinent laws and regulations  • Advanced proficiency with current word processing and spreadsheet software programs, web browsers, query tools, integrated financial/database systems and/or other types of budgeting, reporting, and financial management systems  • Ability to understand problems from a broad, interactive perspective and discern applicable underlying principles to conceive of and develop innovative and strategic solutions  • Extensive and in-depth knowledge in project management including research and analytical methodologies; ability to interpret and integrate complex data and information to formulate appropriate courses of action which have broad and far reaching impact  • Ability to understand and analyze complex problems from a future-oriented and broad interactive perspective and readily develop proactive solutions that integrate strategic goals into tactical operations.  • Knowledge of or ability to learn quickly the financial structure and financial procedures of the CSU  • Ability to work with representatives from public and private entities to handle potentially sensitive situations; demonstrated consultative skills in working with internal and external constituent groups  • Possess excellent oral and written communication skills, including the ability to effectively present complex analysis in a clear, concise and professional manner  • Ability to effectively communicate with and influence high-level and diverse contacts inside and outside of the CSU system  • Ability to effectively use all communication methods and formats and to use expertise, as well as persuasion and negotiation skills, to build consensus to achieve short- and long-term goals and objectives  • Ability to work both independently and in a close knit team environment  • Experience building and sustaining collaborative working relationships with a variety of individuals from diverse backgrounds  • An understanding of the dynamics of diversity and equity in higher education and a demonstrated ability to incorporate this understanding, as appropriate, in all levels of work  • Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties |
| **List PREFERRED skills, knowledge, and abilities required for this position.** | • Capital or financial experience at a university or public agency  • Experience with Oracle/PeopleSoft administrative systems  • Working knowledge of project management including public works and California public contracting regulations. |

**SECTION VII. *Background Check, Credit Check, and Sensitive Information:***

1. **Background Check***: A background check must be satisfactorily be completed before a candidate can be offered this position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for this position. The background check consists of the following: Employment and education verification, reference checks, and checks of the following systems and databases: National Social Security number/Address Locator, Felony/Misdemeanor, National Criminal Database, Federal Criminal, Department of Motor Vehicles, and National Sex Offender Registry.*
2. **Credit Check**: Credit checks will only be performed for new hires or current employees who are voluntarily reassigned or reclassified into a position that requires a credit check. To determine if this position requires a credit check, please consult with Classification & Compensation Services and reference the [CSU Background Check Policy](https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy) located at: <https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy>.

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| **Does this position require a credit check?** | ***Yes******No*** |

1. Sensitive Position*:* For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy) located at: <https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy>, complete Attachment B.

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| **Does this position meet the criteria for a sensitive position?** | ***Yes******No*** |

# SECTION VIII. SIGNATURES

Signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to position.

Employee’s Signature & Date

Supervisor’s or Lead’s Signature & Date

Sarah Long, AVP of Financial Operations & University Controller (and Acting Budget Director)

Dean’s or Chief Administrator’s Signature & Date

Sarah Long, AVP of Financial Operations & University Controller

# Attachment A

Complete for all positions

**To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.**

**Physical Summary:** Choose one description out of the categories below that best describes this position.

**Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

**Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

**Medium Work:** Job **i**nvolves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

**Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

**Use codes below for each of the item(s) which most accurately describes the extent of the specific activity performed in this position.**

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

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| **Physical Requirements of the Position** | | **Mental Requirements of the Position** | |
| O | Bending (neck) | F | Reading & Comprehending |
| O | Bending (waist) | F | Writing |
| N | Climbing | F | Performing Calculations |
| N | Crawling | F | Communicating Orally |
| N | Kneeling | F | Reasoning & Analyzing |
| O | Pushing/Pulling | F | Decision Making |
| F | Sitting |  | Other: |
| N | Squatting |  | Other: |
| O | Standing | **Environmental Working Conditions** | |
| O | Twisting (neck) | N | Exposure to variations in temperature/humidity |
| O | Twisting (waist) | N | Exposure to chemicals, gases, dust or fumes |
| O | Walking | N | Operates machinery or drives motorized equipment |
| O | Handling Objects | N | Exposure to bio-hazards |
| F | Manual dexterity | C | Working in normal office environment |
| O | Reach above/below shoulder | N | Uses specialized equipment |
| N | Using foot controls |  | Other: |
|  | Other: |  | Other: |

# Attachment B

Complete for all positions

***Sensitive Position:*** *For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the CSU Background Check Policy located at:* [*https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy*](https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy)*.*

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| *Consideration for designation as a sensitive position per HR Technical Letter 2017-17* | | |
| 1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property? | Yes  No | Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a). |
| 1. Does this position have authority to commit financial resources of the university through contracts greater than $10,000 | Yes  No |  |
| 1. Does this position have access to, or control over, cash, checks, credit cards, and/or credit card account information? | Yes  No |  |
| 1. Does this position have responsibility or access/possession of building master or sub-master keys for building access? | Yes  No |  |
| 1. Does this position have access to controlled or hazardous substances? | Yes  No |  |
| 1. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive? | Yes  No |  |
| 1. Does this position have control over campus business processes, either through functional roles or system security access? | Yes  No |  |
| 1. Does this position have responsibilities that require the employee to possess a license, degree, credential or other certification to meet minimum job qualifications and/or to qualify for continued employment in an occupation or position? | Yes  No | **List professional licensing, certification, and/or credential verification required:** |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death? | Yes  No | Motor Vehicle Records/Licensing Check is required |
| **If you answered yes to any of the questions above, this position shall be deemed a sensitive position which may require additional background components.** | | |

# Attachment C

Complete for MPP Positions Only

**Mental Effort:**

Enter frequency of occurrence for all applicable activities using the following key:

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

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| **Planning** | | **Performance Evaluations** | | |
| F | Forecast | N | Determine Performance Standards | |
| F | Set Program Goals | N | Authorize/Approve Awards | |
| F | Determine Budget Allocations | N | Prepare Performance Evaluations | |
| O | Establish, Implement, Revise Policies | F | Observe/Follow-Up daily | |
|  |  | N | Correct Work/Behavior Problems | |
| **Organization** | | **Employee Relations** | | |
| F | Describe Relationships Between Functions | N | Initiate Corrective Action | |
| O | Define Department/Divisional Structure | N | Authorize Formal Discipline | |
| C | Establish Priorities to Meet Goals | N | Administer Collective Bargaining Agreements | |
| O | Schedule Work for Employees | N | Prepares/Investigates Grievance Awards and Complaints | |
| F | Implement procedures | N | Formulates/Represents University Position for Formal Grievances/Complaints | |
| F | Determine work methods |  |  | |
| C | Balance multiple tasks/projects |  |  | |
| **Direction/Leadership/Supervision** | | **Other** | | |
| F | Educate |  |  | |
| F | Delegate |  |  | |
| F | Coordinate |  |  | |
| F | Coach/Train/Develop |  |  | |
| O | Recommend Formal Training |  |  | |
| F | Motivate |  |  | |
| O | Instruct/Demonstrate |  |  | |
| N | Schedule Staff/Readjust Schedule |  |  | |
| **Staffing** | |  |  |
| O | Define Roles |  |  | |
| O | Give Input to Position Descriptions |  |  | |
| O | Determine Selection Criteria |  |  | |
| O | Recruit/Interview/Select |  |  | |
| O | Orient Staff |  |  | |
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