

**Position: Administrative Analyst/Specialist**

Tasks	Estimated Hours			
	Weekly	Monthly	Quarterly	Annually
Review and process budget allocations, payroll corrections, and transfers submitted by divisions.	6			288
Create and maintain Class chartfields in PeopleSoft, configuring for payroll activity if applicable.	2			96
Assist with the preparation of the Annual Budget Call templates. Review divisions' submissions and consolidate for PBAC review.				40
Review and process new position exceptions; update position tracking; review aged vacancies; approve IRPs, etc.	6			288
Obtain and analyze fiscal data to prepare divisions' quarterly projections, including Lottery fund projections.			16	64
Process salary adjustments requested by departments to move payroll expenses between chart strings.		16		192
Create and maintain positions in CMS resulting from Personnel Transaction forms and/or recruitment requests.				
Update internal position tracking spreadsheet.	6			288
Complete ad hoc analyses and special assignments as directed by the AVP. Repond to requests for input and data.		16		192
Calculate salary and benefit costs for faculty release time, and review related purchase orders and invoices for campus reimbursement.			16	64
Process LCD to spread payroll expenses to correct chart strings; on updating and analyzing multi-year revenue and expenditure projections (pro-formas); calculating budget allocations to reimburse departments for employee release time; running monthly benefit allocations; and running monthly revenue allocations.		20		240
Assist with Year-End Budget processes, including FIRMS upload to the CO's office.				60
Attend training and division and section team meeetings.		6		72
<b>Total</b>	<b>960</b>	<b>696</b>	<b>128</b>	<b>1884</b>

**MPP**

Tasks	Estimated Hours			
	Weekly	Monthly	Quarterly	Annually
Gather and analyze self-support and auxiliary quarterly projections and budgets. Meet with CFO to discuss. Participate in quarterly board meetings; advise on policy changes.			32	128
Review divisions' quarterly general operating and lottery fund projections; compare expenditure patterns to prior year. Assess carryforward sweep amounts. Prepare and submit summary to CFO/President.			24	96
Analyze Category IV and V fee proposals. Meet with requestors to understand assumptions; validate assumptions. Prepare and route approval memos to President. Update Fee tracking spreadsheets.		20		240
Review and process new position exceptions; update position tracking; review aged vacancies; approve IRPs, etc.		24		288
Attend CSU budget meetings/conferences.				76
Attend ABA division leadership meetings; 1:1 with CFO.		6		72
Review and approve PO requests > \$150,000		2		24
Complete ad hoc analyses/special assignments to advise on university initiatives. Respond to requests for input and data; develop/update proformas.	12			576
Meet weekly with BPA team; update on assignments and priorities; provide guidance; review and approve work.	8			384
Review and process Reserve transfer requests; prepare and route approval memos to CFO and President; communicate decisions to effectuate transfers; update monthly Reserves spreadsheet; summarize changes for CFO and President.		2		24
Plan and develop annual budget; estimate annual sources and uses; develop budget call; coordinate PBAC meetings and prepare documents/analysis for PBAC review. Prepare and communicate division allocations.				96
Close year-end; update carryforward and reserves analysis; complete and upload year-end fiscal information to CO (FIRMS).				72
<b>Total</b>	<b>960</b>	<b>648</b>	<b>224</b>	<b>2,076</b>