



GAVIN NEWSOM  
GOVERNOR

STATE OF CALIFORNIA  
GOVERNOR'S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

**POSITION DUTY STATEMENT**

<b>Classification Title</b> Staff Services Manager I	<b>Unit</b> Administration	<b>Name</b>	
<b>Working Title</b> Budget Officer		<b>Position Number</b> 373-100-4800-XXX	<b>Effective Date</b>

<b>GENERAL STATEMENT</b>
The Staff Services Manger I (SSM I) will receive direct supervision from the Chief of Administration Services. This position works independently to perform the following duties:

<b>ESSENTIAL FUNCTIONS</b>	
<b>30%</b>	Supervise Budget staff in directing day-to-day activities, coordinating and managing work flow, and developing and implementing training to improve staff productivity. Develop and implement well-defined goals and objectives for staff.
<b>25%</b>	Serve as the departmental Budget Officer. Attend all Legislative budget hearings on behalf of the department. Act as the primary contact with Department of Finance (DOF) for all fiscal issues. Assist and oversee the preparation of the annual technical Governor's Budget, including various schedules needed by the DOF. Respond to all DOF and Governor's Office drills that arise during the course of the fiscal year. Prepare all fiscal bill analysis' necessary to complete analysis for assigned legislative bills. Research, review and assist with all Budget Change Proposals and Finance Letters for inclusion in the Governor's Budget.
<b>25%</b>	Act as the primary contact with Department of General Services (DGS) on procurement issues. Serve as the Procurement and Contracting Officer for GO-Biz. Responsible for all procurement and contracting within the departments purchasing authority. Ensure that all procurement and contracting activities in the department comply with State law. Oversee and perform day-to-day procurement activities conducted under the purchasing authority. Oversee all purchasing transactions in FI\$Cal. Develop and annually update the Policies and Procedures manual for purchasing and CAL-Card procedures. Ensure timely payment of invoices after approvals. Prepare all annual reports required by DGS pertaining to procurement. Serve as the departmental SB/DVBE advocate at various meetings and events.
<b>15%</b>	Act as an office liaison with State Controller's Office (SCO) and contracted accounting

	department. Maintain accounting files using FI\$Cal reporting and tracking system. Prepare monthly expenditure reports to allow for sound fiscal decisions. Track all expenditures, including personnel services, internal and external contracts, equipment and facilities. Oversee contract with department selected to provide accounts payable and receivable services.
5%	Other duties as assigned.

**SUPERVISION EXERCISED**

The incumbent supervises Program Analysts.

**SUPERVISION RECEIVED**

This positions receives direct supervision from the Chief, Administrative Services Division and indirect supervision from the Chief Deputy Director.

**PUBLIC AND INTERNAL CONTACTS**

During the course of work, the incumbent has regular and frequent contact with governmental agencies, appointed and elected officials. These contacts require a high degree of sensitivity and awareness of the functions and interrelations of various government organizations.

**INITIATIVE AND INDEPENDENCE OF ACTION**

This position requires a high degree of administrative, technical and management capability over extremely sensitive projects. The incumbent is relied upon to develop and ensure the completion of assignments, and delegate work in without direct supervision. The ability to set and manage priorities, develop policy for all programs and ensure completion of work is required. This position also requires a high level of problem-solving, technical skills, perceptive judgment, independence of action and accurate assessment of intricate situations.

**CONSEQUENCE OF ERROR**

High error or poor judgments and lack of professionalism could result in the improper hiring, loss of funds, misappropriation of funds, improper contracting, and/or adverse actions.

**CERTIFICATION**

This duty statement fairly represents actual responsibilities, duties performed and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Personnel Office.

I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

**Employee Signature:**

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<b>Staff Services Manager I</b>	<b>Date</b>

**Employee's Printed Name:**

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**Supervisor's Signature:**

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<b>Chief, Administrative Services Division</b>	<b>Date</b>

**Supervisor's Printed Name:**

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