

DUTY STATEMENT

Employee Name:	Position Number: 580-400-4800-XXX
Classification: Staff Services Manager I (Specialist)	Tenure/Time Base: Permanent / Full-Time
Working Title: Fiscal Oversight Specialist	Work Location: 1616 Capitol Avenue, Sacramento CA 95814
Collective Bargaining Unit: E48	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Infectious Diseases / Office of the Deputy Director	Branch/Section/Unit: N/A

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by serving in a critical role in maintaining the fiscal integrity of funds across the Center for Infectious Diseases. The Staff Services Manager I (SSM I) Specialist, Fiscal Oversight Specialist, serves as a non-supervisory, highly-skilled professional with independent responsibility for carrying out a variety of high-level health program contract, fiscal and budgetary oversight functions in the fast-paced, Center for Infectious Diseases. The incumbent will be responsible for planning and leading Center-wide activities that are complex in nature related to oversight of health program expenditures, establishing standardized programmatic budget tracking practices throughout the Center, coordination of training and providing mentorship to administrative staff throughout the Center, developing and maintaining a streamlined procurement, contract and invoice processing system,

providing administrative subject matter expertise related to the establishment of new CID program structures, the direct coordination and management of budget tracking and expenditure reporting for new CID fund sources, including Futures of Public Health funding, federal Strengthening Public Health Infrastructure grant funding, and federal Workforce Development Fund grant funds. The Fiscal Oversight Specialist will also coordinate the Center response for all fiscal/budgetary related drills emanating from Budgets, Contracts, Health and Human Services Agency, Department of Finance, the Legislative Analyst's Office, and others.

The incumbent works under the general direction of the Assistant Deputy Director.

Special Requirements

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel: Up to 5%
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

Essential Functions (including percentage of time)

- 40% Oversees, evaluates, and manages fiscal and budgetary outcomes for all programs within the Center for Infectious Diseases. Independently leads planning and provision of technical consultation to Center staff regarding expenditure tracking, evaluation of complex health program expenditures against budgets, including the coordination of quarterly budget briefings to the Assistant Deputy Director, development of program budgets for budget change proposals, spring finance letters, and proposed legislation. Provides fiscal, budgetary, and contract administration subject matter expertise, policy recommendations, and evaluation of findings to the Assistant Deputy Director in the strategic planning process by providing guidance in program development, staff and resource planning, and evaluation. Deploys to CID programs as needed to fill administrative gaps related to fiscal and budgetary support and directly support operations to ensure program continuity. With authority independently resolves issues between CID programs, CDPH Accounting and CDPH Budgets by communicating program needs and concerns as well as bringing timely resolution to high-level program and fiscal issues. Works with CDPH Budgets on occasion to optimize CID's distributed allocation methodology, adjusting the distribution formula as needed.
- 25% Leads, develops, and implements fiscal best practices and policies for CID programs around expenditure tracking, fiscal integrity, and contract administration. Convenes and facilitates monthly Center-wide administrative forums to troubleshoot common issues and facilitate knowledge sharing and standardization. Analyzes and coordinates the development of standardized templates, program fiscal procedure manuals, and routine expenditure analyses processes to monitor fiscal integrity across CID programs. Works collaboratively with the Department of General Services (DGS), the CDPH Office of Legal Services (OLS), and the CDPH Contracts and Purchasing Services Section (CPSS) to ensure that procurement procedures are adhered to, and requirements are in line with state contract and budgeting requirements. Develops and presents routine and ad-hoc fiscal evaluation reports to CID

leadership and keeps them informed on relevant issues, and assists in oversight and monitoring of program funds, with direct management over new CID funding streams and CID’s distributed budget. Identifies, plans, and implements training opportunities related to fiscal operations, budget, and accounting best practices for CID programs. Reconciles CID’s budget at captured in the Budget Utilization and Development System and works with CDPH Budgets to ensure discrepancies are swiftly addressed. Makes critical policy and procedure recommendations to the Assistant Deputy Director on issues relating to CID fiscal and contracting operations.

15% Coordinates the Center response for all complex and sensitive fiscal/contracting/budgetary related drills emanating from Budgets, Contracts, Health and Human Services Agency, Department of Finance, the Legislative Analyst's Office, and others. Clarify the intent of the request, assigning, tracking, consolidating responses when necessary and formatting for Assistant Deputy review and approval, with response origination for funding streams/contracts under their direct purview. Participate on various department wide administrative work groups that determine new policy for fiscal, or contract implementation. Responsible for the coordination and review of all Budget Change Concepts and Budget Change Proposals (BCPs), leading development for Center proposals that span across CID programs, including conducting associated cost analyses.

15% Manages and coordinates the procurement process, including request for proposals, request for applications, and the development of technical assistance guidelines for CID Office of the Deputy Director and on occasion on behalf of CID programs. Develops procurement documents, proposal reviews, and negotiation processes. Participates in scoring, negotiating, and approving of funded projects as requested by the Assistant Deputy Director.

Marginal Functions (including percentage of time)

5% Serve on multi-disciplinary workgroups and teams as fiscal subject matter expert. Performs other SSM I job-duties and work on special projects as needed.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor’s Name:	Date	Employee’s Name:	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

HRD Use Only:
 Approved By: J.F.
 Date: May 24