

DUTY STATEMENT

DS 3022 (8/2021)

**DEPARTMENT OF DEVELOPMENTAL SERVICES
Financial Management Division****DUTY STATEMENT**

JOB TITLE: Career Executive Assignment (CEA) Level B **POSITION #:** 472-532-7500-xxx
WORKING TITLE: Chief Financial Officer

POSITION DESCRIPTION: Under the general direction of the Chief Deputy Director of Operations, the Chief Financial Officer (CFO), is responsible for directing, organizing, and formulating statewide policy for all fiscal operations in the Department of Developmental Services (DDS/Department). The CFO will have responsibility for the Department's fiscal policy development as well as serve as the primary advisor internally and externally on DDS' fiscal forecasting/estimates, budget, and accounting/financial reporting functions. The CFO will be responsible for all fiscal operations of DDS' \$10 billion budget, including \$6 billion state General Fund in support of the Department's 21 statewide regional centers (RCs) and community services system; state-operated facilities and programs including developmental centers, community facility, Stabilization, Training, Assistance and Reintegration (STAR) acute crisis homes and Crisis, Assessment, and Stabilization Teams (CAST) mobile service crews; and Headquarter divisions that serve more than 360,000 Californians with developmental disabilities.

SUPERVISION EXERCISED: Two CEA, Level A, positions: Fiscal Forecasting Branch Manager and Financial Services Branch Manager. Will also supervise special consultants and retired annuitants, as needed.

SUPERVISION RECEIVED: Under general direction, reports directly to the Chief Deputy Director, Operations (Exempt).

EXAMPLES OF DUTIES:Essential Job Functions:

30% Establishes and implements statewide policies and directs all departmental fiscal functions in the areas of fiscal forecasting/estimating, accounting/financial reporting, and fiscal systems. Fiscal policies include statewide policy guidance and oversight of the fiscal operations in the state-operated facilities and programs including Medi-Cal/Medi-Care cost recovery and other revenue billing/collection, consumer trust account functions and RC fee programs. Interpret and enforce applicable state and federal laws, rules, and regulations; and application of Budget Act control language and the Department of Finance (DOF) budget and accounting instructions and policies. Provide leadership to staff in reviewing current fiscal systems and processes to identify needed improvements and efficiencies. With Branch Managers promote the successful implementation of FI\$CAL, troubleshoot implementation issues and develop recommendations for improvements. Provide policy direction through review and analysis of proposed legislation and regulations affecting DDS budget and fiscal policies and procedures with statewide impact.

- 30% Responsible for the overall strategic planning, and administration of a complex \$10 billion budget, including \$6 billion state General Fund, and over 20 funding sources including federal financial participation reimbursements from Federal Medicaid Waivers and State Plan Amendments (SPAs), and the Early Start, Part C Grant. In partnership with Federal Programs Division ensure DDS maximizes and appropriately allocates federal funds and has systems in place to monitor compliance with the terms of Federal Waivers and SPAs. Also, oversee the accurate and timely completion of federal cost reports and monitor the timely receipt and collection of all fund sources. Responsible to monitor short-term and long-term cash management and oversee the preparation of reports to the DOF on cash flow planning for all open state fiscal years. Establish system, procedures and processes for expenditure projections for state-operated facilities/programs and Headquarter divisions to ensure budgeted appropriations are not exceeded, and to advise the Directorate on needed actions if projected expenditures are higher than expected. Responsible for the completion of timely and accurate state financial statements and other required reports in accordance with governmental practices and procedures. Serve as fiscal policy and budget liaison for high-level contact with control agencies, such as the DOF, State Controller's Office as well as the California Health and Human Services Agency (CHHSA), Legislative staff, and other state and federal entities.
- 25% Responsible to ensure the development and presentation of the biannual community services and state-operated facilities/programs estimate reflects DDS directorate program priorities and supported by sound fiscal methodologies, assumptions and analysis. Provides advice and expertise to the Directorate and executive management on fiscal implications of program proposals and other issues with significant policy impact. Work with Department of Health Care Services, Department of Social Services, and other external department staff on agency cross-cutting budget proposals. Presents the budget and estimates to the CHHSA, DOF, and the Legislature in coordination with DDS directorate and other executive staff. Responsible to oversee DDS responses to requests for information and questions on the budget and estimate for consistency with DDS policy, accuracy and completeness. In coordination with the Office of Legislation, oversee the preparation of budget trailer bill language.
- 15% Provide policy guidance in consultation with the Community Services Division for the allocation of the purchase of service, community placement planning and safety net, and operations budgets to the 21 RCs to maintain adequate funding and cash flow for the provision of services under the Lanterman Act. Establishes overall policy and systems to monitor RC budget allocations and projected expenditures. Participates in Association of Regional Center Agencies Finance Committee and RC Chief Financial Officer meetings, and in DDS task force and work group meetings, as needed, to communicate DDS budget and fiscal policies and to address the most complex regional center fiscal issues.

WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment. The office is located in a multi-story building in downtown Sacramento. Work requires the use of a personal computer, review of documents, making telephone calls, conducting and participating in meetings, and other job-related tasks for extended periods of time. May require working under stressful conditions and irregular hours during peak workload periods.

DESIRABLE QUALIFICATIONS:

- Demonstrable experience in the State's budget and estimates processes
- Knowledge of California State Government fiscal administrative processes

- Demonstrable experience interacting with various State control and fiscal governmental entities (i.e. Department of Finance, Legislative Analyst's Office, etc.)
- Knowledge of the Department of Developmental Services, including its programs, the needs of the citizens it serves, the Lanterman Act and the developmental center and regional center systems.
- Strong management skills, particularly in the area of fiscal policy, and the demonstrated ability to establish priorities and successfully resolve issues.
- Excellent interpersonal and communication skills, management and leadership skills to ensure successful performance in an Executive role.
- Experience fostering a work environment that enhances recruitment and retention.
- Ability to coordinate a large, complex project that includes multidisciplinary involvement by Department staff.
- Knowledge of issues of cultural sensitivity and person-centered planning as they relate to the provision of services in all DDS' programs and in the administrative support of DDS' programs.

CERTIFICATION OR LICENSE: None.