



STATE OF CALIFORNIA

# DUTY STATEMENT

CEC-004 (Revised 7/2021)

**Classification(s):** Staff Services Manager III

**Working Title:** Financial Management Branch Chief

**Position Number:** 535-202-4802-001

**Division/Office:** Administrative & Financial Management Services Division, Financial Management Branch

**Collective Bargaining Identifier (CBID):** M01

**Work Week Group (WWG):** E

**Effective Date:** 12/1/2021

**Conflict of Interest (COI):**  Yes  No

If yes, this position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

## Job Description

Under general direction of the Deputy Director, Administrative & Financial Management Services Division, the incumbent develops, directs, and empowers branch staff to ensure they are customer-focused innovators and problem solvers delivering a high level of customer service and technical expertise in the daily conduct of Financial Management Branch programs. The incumbent provides vision, program management, and technical direction over accounting and financial reporting, budgets and resource allocation, and contracts, grants, and loans programs within the Energy Commission. The Chief Financial Officer plans, coordinates, directs and evaluates, through subordinate supervisory staff, the Financial Management Branch needs of the Energy Commission and ensures the branch is strategically aligned with the mission of the Energy Commission and executive management.

While performing the duties described below, the incumbent is required to communicate effectively, evaluate and prioritize workload, use a personal computer with appropriate Commission software, and work, and/or act as a lead, in team meetings with other staff and other agencies.

## Essential Duties

25% Recruits, develops, empowers and supervises staff to ensure branch staff are customer-focused innovators and problem solvers delivering a high level of customer service and

technical expertise in the conduct of programs. Plans, organizes, budgets, and directs Financial Management activities and projects by identifying goals, setting objectives, and priorities; delegating responsibilities; reviewing staff work, and monitoring activities for quality control, compliance with appropriate statutes, rules, policies, procedures, and timeliness and cost-effectiveness of products and results; applies the appropriate hiring, placement, evaluation, training and discipline practices in the supervision of his/her staff.

- 25% Develops and implements policies and practices, through subordinate supervisory staff, for the delivery of Financial Management products and services. Ensures the Commission meets all state laws, regulations, and policies governing Financial Management.
- 20% Provides consultation and alternatives/options to Commission management and supervisors on sensitive and complex business and financial issues. Serves as the subject-matter expert for the development, establishment, and implementation of all Financial Management Branch programs.
- 15% Regularly meets with the deputy director and other executive management to present, advise and lead discussions on Financial Management Branch matters. Oversees the written and verbal consultative services to Commission management and supervisors regarding the most sensitive and complex policies and issues that pertain to the Financial Management Branch. Serves as a liaison with control agencies in the implementation of the above programs; represents the Commission at control agency meetings or other forums.
- 10% Administers or conducts special projects or reports as required by management including budget and resource allocation, workload management, and other related administrative needs.

### **Marginal Duties**

- 5% Perform other duties as required, consistent with the specifications of the classification.

### **Knowledge, Skills, and Abilities**

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.

**Working Conditions**

Due to the COVID-19 pandemic, the majority of the duties will be performed in a telework environment, but may return to an office environment in the future. Regular and consistent attendance is essential to the successful performance in this position. Occasional travel may be required.

**Diversity and Inclusion Statement**

As a State agency serving all Californians, the California Energy Commission is committed to being an organization that embodies diversity, equity, and inclusion. The Energy Commission plays an active and meaningful role in creating an environment that enables each employee to thrive.

**Employee's Acknowledgement:** I certify that I am able to perform, with or without the assistance of a reasonable accommodation, the essential duties of this position.

**Employee's Name (Print):** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor's Acknowledgment:** I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position with and provided the above-named employee a copy of this duty statement.

**Supervisor's Name (Print):** Rob Cook \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_