



**YOUR EFFORTS WILL MAKE FISCAL A SUCCESS
DUTY STATEMENT**

CLASSIFICATION TITLE	DIVISION NAME
Career Executive Assignment (CEA C)	Executive Division
WORKING TITLE	POSITION NUMBER
Chief Deputy Director	333-150-7500-001
EMPLOYEE NAME	EFFECTIVE DATE
VACANT	November 2, 2022

You are a valued member of the Department of FISCAL. You are expected to work cooperatively with team members and others to provide the highest level of service possible. Your creativity and productivity is encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

GENERAL STATEMENT

Under the general direction of the Director, Department of FISCAL (FI\$Cal), the Chief Deputy Director fulfills substantial leadership responsibilities with broad authority to develop and implement policies and exercise independence.

The incumbent is responsible for providing the leadership and organization to transform the state's business processes and develop/maintain a financial management solution for the State of California. The Chief Deputy Director directs all phases of the maintenance and operation of the FI\$Cal system. The Chief Deputy Director is required to have an extensive knowledge of principles, practices and trends of public finance and technology, governmental budgeting and accounting; program budgeting techniques; exercise a high degree of initiative, independence of action, creativity and originality; demonstrate tact and exercise sound judgment that recognizes the best interests of the state; communicate effectively; develop and maintain effective and cooperative working relationships; supervise a large matrix team of employees; work under pressure to meet deadlines; and maintain consistent, predictable attendance in the performance of these functions.

The Chief Deputy Director advises and consults with the statewide project governance and oversight organizations, state departments and agencies and the Legislature; provides statewide leadership and direction, technical knowledge and advice regarding the FI\$Cal system and statewide issues of significant policy impact. The Chief Deputy Director also represents FI\$Cal in meetings and hearings with the Legislature, Governor's Office, department and steering committee meetings and problem solving sessions and serves as the central point of communication and coordination for the FI\$Cal system. The Chief Deputy Director coordinates and directs the activities of state personnel assigned to, and contractors engaged by, FI\$Cal. The Chief Deputy Director is a change agent for the state providing leadership and direction to the Department of FISCAL's, Information Technology Division (ITD) and the Business Operation and Solutions Division (BOSD).

SUPERVISION RECEIVED

Under the general direction of the Director, Department of FISCal.

SUPERVISION EXERCISED

Directly manages two Career Executive Assignment (CEA) B, and one (1) Staff Services Analyst positions.

ESSENTIAL FUNCTIONS

The incumbent must be able to perform the essential functions with or without reasonable accommodation. Specific duties include, but are not limited to, the following:

<u>% OF TIME</u>	<u>ESSENTIAL FUNCTIONS</u>
25 %	<ul style="list-style-type: none">• Provide leadership and policy direction to state staff assigned to manage the multidisciplinary teams within the ITD, and BOSD.• Provide a centralized structure to coordinate and manage the department, its staff resources, teams, activities, facilities, communication, and outreach using structured project management methodologies.• Direct the activities of state and vendor personnel assigned to the department.
15%	<ul style="list-style-type: none">• Ensure the solution implemented addresses the department’s and associated program objectives.• Monitor the FI\$Cal system’s performance, including performance of vendor teams such as the acquisition assistance vendor, software vendor, and system integrator.• Elevate requests or issues to the Change Control Board.
15%	<ul style="list-style-type: none">• Ensure the overall quality of the FI\$Cal system processes and deliverables.• Participate in quality planning assurance and control.• Ensure quality control and assurance are performed in accordance with the quality management plan.
15 %	<ul style="list-style-type: none">• Participate in the identification, quantification, and mitigation of information technology risks.• Coordinate with independent oversight consultants to address and incorporate findings and recommendations.
15 %	<ul style="list-style-type: none">• Serve as central point of communication and coordination for the department.• Ensure timely communication with various steering committees and partner agencies through the established FI\$Cal project management processes (i.e. project management plans).• Direct the maintenance and/or development of departmental policy and documentation required by control agencies and oversight entities.

10%	<ul style="list-style-type: none"> • Participate in workforce/succession planning and mentoring departmental staff for leadership positions to ensure successful recruitment and transition over time. • Represent FI\$Cal, and testify at legislative hearings, as needed.
5%	<u>MARGINAL FUNCTIONS</u>
	<ul style="list-style-type: none"> • Perform other related duties as required to fulfill FI\$Cal's mission, goals and objectives. Additional duties may include, but are not limited to, assisting where needed within the team/unit, which may include special assignments.

KNOWLEDGE AND ABILITIES

Applicants must possess the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:

(a) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.

(b) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

SPECIAL REQUIREMENTS

The incumbent will use tact and interpersonal skills to develop constructive and cooperative, working relationships with others, e.g., stakeholders, customers, management, peers, etc., to facilitate communication to improve the work environment and increase productivity. **Fingerprinting and background check will be required.**

WORKING CONDITIONS

The incumbent may need to be on-site to carry out their duties. This position requires the ability to work under pressure to meet deadlines and may require excess hours to be worked. The incumbent should be available to travel as needed and is expected to perform functions and duties under the guidance of the Department of FISCa's core values. The incumbent provides back-up, as necessary, to ensure continuity of departmental activities.

This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a copier, telephone, computer and general office equipment, as needed. This position may require the use of a hand-cart to transport documents and/or equipment over 20 pounds (i.e., laptop, computer, projector, reference manuals, solicitation documents, etc.). The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain regular, consistent, predictable attendance, maintain good working habits and adhere to all policies and procedures.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.)

Employee Signature

Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Hiring Manager Signature

Date

HR Analyst BE

Date Revised: 11/2/2022