



Classification: Staff Services Manager I
 Position Number: 880-600-4800-042

DUTY STATEMENT

CURRENT **PROPOSED**

RPA Number: 23-600-xxx	Classification Title: Staff Services Manager I	Position Number: 880-600-4800-042
Incumbent Name: Vacant	Working Title: Staff Services Manager I	Effective Date: November 2023
Tenure: Permanent	Time Base: Full Time	CBID: S01
Division/Office: Division of Administrative Services		Section/Unit: Budget Branch
Supervisor's Name: Renée Milano		Supervisor's Classification: Staff Services Manager II (Supervisory)

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the direction of the Staff Services Manager II/Assistant Budget Officer and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Staff Services Manager I (SSM I) is responsible for supervising the Technical Budget Unit team members. The Technical Budget Unit oversees a wide variety of highly technical and complex processes required for implementation and oversight of the State Water Resource Control Board annual budget plan. The Technical Budget Unit needs to have consistent customer services practices and meet the related goals of the State and Regional Board Strategic Plan. The position will supervise a team of seven (7) analysts and is responsible for the management and mentorship of staff development, establish work standards, implement disciplinary action if necessary and set priorities.
Essential Functions (Including percentage of time):



<p>35%</p>	<p>Directly supervise six (6) Associate Governmental Program Analysts, and one (1) Associate Budget Analyst for the California State Water Resources Control Board's Technical Budget Unit, which is tasked with the development, preparation and monitoring of the Water Boards Annual Budget. Supervise the development of the Board's annual budget by ensuring the accuracy and timely delivery of all Department of Finance (DOF) drills, reports, and schedules.</p> <p>Proactively work with the DOF to resolve issues and discuss potential solutions. Preparation of Budget Act section Letters and budget revisions. Direct staff in response to all DOF Budget Letters. Ensure all Budget Change Proposals (BCPs) comply with State Policies and departmental standards by reviewing and editing narrative descriptions and providing clear fiscal details and analysis. Ensure the accuracy of the Board's budget in the Hyperion database. Make recommendations to program management regarding the quality and thoroughness of submitted proposals and consistency with policy guidelines. Coordinate with program and Fees Unit to track projected revenues.</p> <p>Coordinate and work with Human Resources, Accounting and Business Operations Branch during budget development, implementation and maintenance process and act as a subject matter expert for all budget related issues.</p>
<p>25%</p>	<p>Track, maintain and project fund balances. Communicate fund performance to Executive and program management and coordinate with Program Budget Unit to advise Regional and State Board management on spending trends and program balances. Coordinate with the Program Budget Unit to implement budget changes from BCPs, control sections and technical adjustments. Reconcile the Board's budget system to the DOF budget authority. Maintain accurate cost code records and provide consultation on the proper use of cost codes as applied to the legal activity and itemization of expenditures. Provide oversight of the Federal Grant Administration process including the creation of Indirect Cost Rate Proposal and Federal Schedules. Provide oversight of position control efforts including the review and approval of personnel transactions. Review and approve Program Budget Change proposals.</p>
<p>20%</p>	<p>Provide guidance and oversight of staff assignments, recruitment, selection and developing staff, as well as, performance review, and evaluation of staff performance. Approve staff timesheets and ensure time usage is permissible and allowable. Establish unit objectives and assure that Departmental priorities are met through careful planning, organizing and scheduling of available resources in order to meet budgeting requirements. Plan and develop training program and materials in adherence of the Budget Office Management plan. Organize, coordinate, and conduct ongoing system training to the Water Board's divisions and nine regional boards. Consult with managers and staff to identify and evaluate training needs and make changes to the training program as necessary. Implement onboarding plans according to the Budget Office management plan.</p>



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15%	Maintain up-to-date knowledge on the FI\$Cal project implementation. Attend forums, training sessions, and workgroups as they are scheduled. Complete all University of FI\$Cal training modules. Act as subject matter expert to internal FI\$Cal leads concerning Budget Office issues. Implement change management techniques to maintain Budget Office processes and standards. Maintain and communicate up-to-date knowledge of budget policies, procedures, rules and regulations; keep staff and management informed of changes; act as a consultant to program staff, directorates and control agencies.
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.
Typical Physical Conditions/Demands:	
The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents and standing/sitting for long periods of time, etc.	
Typical Working Conditions:	
The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Travel may be required locally and within the state.	



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Supervisor Statement

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

Supervisor Name	Supervisor Signature	Date

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

**A Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need a reasonable accommodation to perform the essential functions of this position?

YES **NO**

Employee Name	Employee Signature	Date