

DUTY STATEMENT

(07/14)

Shaded area for Personnel Office use only

Effective Date:

12/1/2023

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-4800-901
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Staff Services Manager I
4. WORKING HOURS/SCHEDULE TO BE WORKED 8 a.m. to 5 p.m., Monday to Friday	5. SPECIFIC LOCATION ASSIGNED TO Oakland, CA
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-4800-901

All employees are expected to work cooperatively and professionally with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.

8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Director of Fiscal Services, the Staff Services Manager I, working title: Budgets and Grants Manager, is responsible for the Conservancy's budget functions, incoming grants function, state and local reimbursements, and serve as the FI\$Cal Departmental Authority Designee (DAD) & coordinator. The position works independently and in coordination with project staff, administrative units, federal/state/local entities, and grantors.

9. Percentage of time performing duties	10. Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. <i>(Use additional sheet if necessary)</i>
30%	<p>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</p> <p>ESSENTIAL FUNCTIONS</p> <p>Managerial Responsibilities Organize, coordinate, and direct the work of staff. Develop and maintain highly skilled and professional staff in identifying issues, performing research, and preparing recommendations to address issues. Ensure continuous training and development of staff and verify adequate technical and mandatory training requirements are met. Prepare/review probationary reports, annual appraisals, and Individual Development Plan's (IDP) for direct staff and ensure that duty statements are updated annually, as needed. Verify and approve employee attendance and leave requests accurately. Recruit and hire staff, when required. Communicate to staff new or changed policies and procedures timely to ensure staff are kept well informed of state and agency workload, priorities, and general information. Ensure all units Procedural Manuals are maintained and updated. Create & prepare training materials related to Budgets and/or Grants administration. Attend and hold regular staff meetings which may include assignments, discussion, and prioritization of workloads. Work cooperatively and promote effective working relationships with both departmental and control agency staff. Establish effective communication and support linkage with Executive Team, Managers, and appropriate staff.</p> <p>Serve as the Conservancy's Budgets Manager As the Budgets Manager, ensure the tasks related to Budgets administration work is completed accurately and timely while also reviewing the completed work of the Budgets Analyst for quality.</p>
30%	

11. SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE**

SUPERVISOR'S NAME (Print) German Garcia	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: **I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT**

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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GS 907T (REV. 03/03)

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	<p>ESSENTIAL FUNCTIONS (CONTINUED)</p> <p>Responsible for the preparation and review of Governor's Budget Galley including reporting of past year expenditures, current year adjustments and budget year appropriation and allocation of expenditure changes. Review Governor's Budget and Budget Act. Prepare a table of appropriations by fund with encumbrance and liquidation dates and agency use codes, if applicable, for accounting to set up internal fund tracking. Track approved positions, including reconciling and reporting position vacancies and salaries. Liaison with Budget Analyst at Department of Finance for writing Budget. Change Proposals, technical adjustments, spring finance letters, and miscellaneous budget matters, including pro rata & quarterly Statewide Cost Allocation Plan (SWCAP) calculations. Prepare various Budget Schedules, budget calculations, budget documents, reports, entering local assistance and other budget information into Hyperion, enter/review/correct Hyperion data, and supporting spreadsheets. Prepare Budget Change Proposals, Budget Requests, Budget Revisions, Baseline Budget Adjustments (BBAs), and Section 28 applications as needed. Conduct retirement rate contribution adjustment & health and dental contribution adjustments. Provide annual expenditure plan to accounting to identify which support funding sources should be used for which expenses in the support budget. Provide annual and monthly direction to Accounting staff on funding sources to be used in the Plan of Financial Adjustments (PFA) for payroll. Submit an annual PFA letter with updated revisions to control agencies, as required. Generate and share FI\$CAL reports on actual support budget expenditures and track support expenditures. Complete annual workforce allocation documentation to justify support budget expenditures. Process Continuing Work Authorizations. Respond to questions from project staff about appropriation purposes and timelines. Share budget-related information with staff when needed. Serve as back up to the Budgets Analyst for various duties and assignments related to Budgets administration work.</p> <p>Serve as the Conservancy's Grants Manager As the Grants Manager, review the completed work of the Grants Officer for quality and ensure the tasks related to Grants administration work, including submitting Periodic Federal Financial Reports for all grants from Federal Agencies, is completed accurately and timely. Assist, as needed, the following tasks: create and maintain project numbers in FI\$Cal, register all federal sub-awardee grants with the Federal Funding Accountability and Transparency Act Sub Award Reporting System (FSRS). Prepare annual Indirect Cost Rate Proposal (ICRP) package upon finalization of Governor's Budget and related documents and schedules and respond to requests/questions from Federal Cognizant Agency. Update the Conservancy's Fully Burdened Rate calculation semiannually. Work with Grants Officer to ensure that Risk Assessment Questionnaires are sent, completed, and returned by grantees to comply with SCC responsibilities as federal grantee passing through funds. Assist the Grants Officer to ensure project staff submits various grant compliance records, forms, reports, Drug Free Statements, Yearly Signature Authorization Forms SF-424 and SF-425, Assurances, etc. Ensure SCC registrations with the Federal System for Award Management (sam.gov), grants.gov, NOAA.gov, FEMA PARS Systems are up-to-date and kept active for Federal procurement. Coordinate with Grants Officer and project managers to gather, track, and document all matching funds for incoming grants. Ensure quarterly reports are completed and update all open federal and reimbursable grants including expiration date, budget (contracting and state operations), funding received, remaining balances and last billing for use by management. Obtain/maintain information from multiple databases and synthesize data when creating needed and/or requested reports (Tempo, Project, spreadsheets, etc.). Work with accounting, contracts, project staff, and grantors to secure and maintain accurate documentation of billings and remaining grant balances for audit purposes. Reconcile with contracts, accounting, project staff, and grantor records quarterly. Serve as the back up to the Grants Officer with various duties and assignments related to Grants administration work.</p> <p>Serve as the Conservancy's Business Services Manager As the Business Services Manager, review the completed work by the Business Services Officer. Assist with any facilities related and/or business services related inquiries as necessary. May be involved in the Records Retention, Telework, Travel and/or other SCC functions as necessary. May send out staff notices/updates/emergency notifications as required related to SCC business.</p>
20%	
15%	

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<p><u>5%</u> 100%</p>	<p>MARGINAL FUNCTIONS</p> <p>Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.</p> <p>Serve as the FI\$Cal Departmental Authority and Designee (DAD) for new or additional functionality, maintain list of roles, and create or delete accounts/roles when required. Assist Accounting, Contracts & Procurement, project staff, and other entities with Budgets, Grants, or FI\$Cal related questions and/or issues. May be tasked for special assignments or project management from Executive Officers and Director of Fiscal Services for special projects, assignments, research, information gathering, audits, and other requests. May be assigned to assist different administrative units with various duties when short-staffed or for cross-training purposes. Ensure that all procedures manuals are updated on an annual basis including Budgets, Grants, and Business Services.</p>

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	<p>KNOWLEDGE AND ABILITIES:</p> <p><i>Knowledge of:</i> 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.</p> <p><i>Ability to:</i> 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.</p> <p>Special Personal Requirements: Demonstrated ability to act independently, open-mindedness, flexibility, and tact.</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Excellent organizational skills. • Sound analytical skills at a professional level. • Proficient in Excel. • Attention to detail. • Positive attitude and highly motivated. • Ability to build and maintain positive professional relationships with colleagues. • Ability to analyze information and make decisions in a competent and timely manner. • Ability to work well with others and maintain good interpersonal relationships. • Maintain high level of accuracy with work assignments. • Ability to ask effective questions, evaluate information, apply guidelines and procedures, and make accurate and timely decisions. • Self-starter/takes initiative. • Ability to maximize utilization of computers to accomplish daily tasks. • Maintain regular and predictable attendance. <p>WORKING CONDITIONS</p> <ul style="list-style-type: none"> • Position is in a high-rise building (Oakland, CA – SCC Headquarters). • Monday through Friday; prolonged periods of sitting (or standing, if preferred). • The State Coastal Conservancy (SCC) has a telework policy for Headquarter (HQ) employees, that allows staff to telework 3 days per week. A computer for teleworking can be provided if needed. The SCC has developed a return to office plan, which began September 25, 2023, stating, all Headquarters employees are currently required to work in the office a minimum of two days a week and three days telework. Staff must be in the office every Tuesdays and Wednesdays of the week. You may be required to come into the office five days a week during your initial month of training. • May have to stand for long periods.

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	<p>WORKING CONDITIONS (CONTINUED)</p> <ul style="list-style-type: none"> • Indoor work is common, although outdoor work may be necessary. • Ability to lift up to 15 pounds with accommodation as needed. • Multitask, meet deadlines, and adjust to changing priorities in a cooperative manner. • May require an employee to work in adversarial situations. • Travel by car or plane, with overnight stays, is necessary on occasion. • May require in-person training. • Work hours may be various as needed, such as weekends, evenings, and overtime. <p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.</i></p> <p><u>Reading</u>: Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis.</p> <p><u>Writing</u>: Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience.</p> <p><u>Mathematics</u>: Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p> <p><u>Organizing and planning</u>: Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><u>Using social skills</u>: Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability</u>: Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p> <p><u>Working in teams</u>: Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><u>Leading others</u>: Motivate, inspire, and influence others toward effective individual or teamwork performance, goal attainment, and personal learning and development by serving as a mentor, coach, and role model and by providing feedback and recognition or rewards.</p> <p><u>Building consensus</u>: Build consensus among individuals or groups by facilitating agreements that involve sharing or exchanging resources or resolving differences in such a way as to promote mutual goals and interests; by persuading others to change their point of view or behavior without losing their future support; and by resolving conflicts, confrontations, and disagreements while maintaining productive working relationships.</p>

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	<p><u>Self and career development:</u> Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><u>Listening:</u> Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Using information and communications technology:</u> Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information:</u> Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><u>Analyzing and solving problems:</u> Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments:</u> Make decisions that consider relevant facts and information, potential risks, and benefits, and short- and long-term consequences or alternatives.</p>