



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Classification(s): Staff Services Manager II (Supervisory)

Working Title: Budgets Office Manager

Position Number: 535-202-4801-XXX

Division/Branch or Office: Administrative & Financial Management Services Division,
Budgets Office

Collective Bargaining Identifier (CBID): S01

Work Week Group (WWG): E

Date Approved: May 10, 2024

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 the general direction of the Financial Management Branch Manager (Staff Services Manager III), the Staff Services Manager II is responsible for directing, planning, organizing, and managing a team of supervisors and budget analysts and overseeing all Commission budget and financial operations, leading complex budget development and maintenance processes and sensitive policy issues. Works directly with Division and Executive Office personnel and represents the Commission's interests on budgetary matters with various control agencies.

Essential Duties

35% Manages Budget office activities, including directly supervising lead analysts, retired annuitant(s), and supervisors to provide guidance and oversight of staff assignments. This includes supporting management and overseeing supervisors and staff in implementing proposed and approved budget changes; assisting decision making and completing workload assignments timely and accurately; analyzing situations and problems and taking the appropriate course of action; conducting recruitment, selection, and training; managing the commission's ongoing and one-time state funding sources and federal funds; and development of staff as well as performance reviews of staff. Reviews budget related forms, documents, and reports prepared by staff for thoroughness, compliance with policies and procedures, and timeliness. Maintains up to date knowledge of budget policies, procedures, rules and regulations; keeps management and staff proactively informed of changes; and ensures changes are incorporated appropriately and timely into work products. Manages staff and supervisors performing technical and complex budget analysis relating to all Commission

budget and financial operations, including tracking requests from the Contracts, Grants and Loans Office and the Accounting Office; assisting in the preparation of Budget Change Proposals; and preparing the Budget Office's annual work plans.

- 35% Provides oversight to staff preparing budget schedules and reference materials that comprise the Commission budget for submittal to the Department of Finance and are incorporated into the annual Governor's Budget, including, but not limited to: Schedule 7a (Supplementary Schedule of Salaries and Wages), Supplemental Schedule of Federal Funds/Reimbursements, and Budget Galley. Oversees DF-303 fund reconciliation process including ensuring Commission fund balances agree with SCO balances, shared fund expenditures and revenues are coordinated across all impacted departments, and acts as liaison with DOF/FSCU to research and reconcile discrepancies.
- 15% Oversees, plans, reviews, and evaluates all activities of the budget office related to the FI\$Cal system. As manager of the budget office, regularly meets with control agencies as the subject matter expert in the various administrative processes required for the successful utilization of FI\$Cal. Incumbent provides recommendations to management and control agencies on actions needed to improve system integrity.
- 10% Analyzes budget requests and performs continuous budgetary control of appropriations, including monitoring category and line item expenditures, making detailed projections of revenues, expenditures, reimbursements, and special and reserve account balances. Provides analysis of personal services expenditure projections, overtime expenditure projections, and student assistance expenditure projections. Monitors and interprets all financial reports and advises management of their impact upon budgetary and program aspects of the Commission. Provides input into resource allocation, including overviews of current year expenditures compared to appropriations, and other ongoing budget maintenance processes.

Marginal Duties

- 5% Performs 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 and the budget process; the administration and department's goals and policies; governmental functions and organization at the State and local level.

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 workload; establish and maintain project priorities; develop and effectively utilize all available resources.



State of California
California Energy Commission
DUTY STATEMENT
CEC-004 (Revised 4/2024)

Working Conditions

The CEC supports a hybrid workplace model with office-based and remote-centered workers. Limited in-person attendance and occasional travel may be required based on the needs of the division. Regular and consistent attendance is essential to successful performance. This position is remote-centered, which means the incumbent works 50 percent or more of their time from an alternate work location.

Diversity and Inclusion Statement

Serving all Californians, the CEC embodies diversity, equity, and inclusion, and has taken 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): Damien Mimnaugh

Supervisor's Signature: _____ **Date:** _____