



DUTY STATEMENT

Department of Finance
Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	
UNIT	Fiscal Systems and Consulting Unit (FSCU)	POSITION NUMBER	300-695-7500-003
CLASSIFICATION	Assistant Program Budget Manager, CEA Level B		

SCOPE

Under the general guidance of the Program Budget Manager (CEA C), this position exercises independent decision-making authority over the assignment area.

The Chief over FSCU (CEA B) provides day-to-day oversight and support to Supervising Administrative Analysts (Accounting Systems). This position is responsible for supervising staff to maintain and update various statewide fiscal manuals that provide uniform and consistent coding structure, fiscal policies, and procedures for all state departments; providing fiscal and accounting consultation and advice to departments; providing assistance to departments in solving accounting problems of varying levels of complexity or difficulty; making recommendations regarding certain departmental requests that require FSCU approval; providing training to departmental fiscal personnel; analyzing proposed changes to generally accepted accounting principles (GAAP) by the Governmental Accounting Standards Board (GASB), and implementing new GASB standards; administering statewide cost allocation and reviewing indirect cost rate proposals and other state/federal programs administered by FSCU. The Chief handles all Partner Advisory Group and book of record functionality migration Executive Steering Committee responsibilities and interactions with FI\$Cal and the State Controller's Office regarding accounting functionality. The Chief also oversees Finance staff, who provide subject matter expertise to the Department of FI\$Cal and assist staff in other state departments in increasing their knowledge of the FI\$Cal system.

The incumbent is required to have an extensive knowledge of accounting systems and financial organizations; exercise a high degree of initiative, independence of action and originality; lead by exhibiting and applying Finance's core values; demonstrate tact and exercise sound judgment that recognizes the best interests of the state and Department of Finance; communicate effectively; develop and maintain effective and cooperative working relationships; easily adapt to changing priorities; supervise a team of employees; plan and project workload and allocate staff resources to meet work demands; and maintain regular, consistent and predictable attendance in the performance of the specific duties.

This position acts as an Assistant Program Budget Manager in the assigned budget area/unit.

ESSENTIAL FUNCTIONS	
50%	<p>Manages execution of FSCU's responsibilities for:</p> <ul style="list-style-type: none"> • Acting as the leader in developing and innovating accounting policies and procedures • Implementing and maintaining state accounting and reporting policies and procedures • Provides premier accounting consulting services for state departments • Serving as the leader in the state accounting community and representing the state in national forum and associations • Developing and administering equitable statewide cost allocation plans (Pro Rata and SWCAP). Developing and administering the statewide budgets for the plans. • Administering agreements with the federal government pursuant to the Cash Management Improvement Act of 1990 (CMIA) and collect and review data to prepare the Interest Cost Calculation Claim on behalf of the state. Developing and administering the statewide budget for CMIA. • Developing and administering annual statewide fund reconciliation and certification • Administering State Fund Accounting classes to the state's professional accountants, a college credit class. • Develops and administers statewide training on statewide programs and state accounting policies and procedures to enhance the state's workforce
30%	<p>Participates in the formulation, improvement, management, and evaluation of the Administration's statewide fiscal plans, programs, and policies including the development of any statewide standardized, integrated, automated fiscal system. Serve as a Partner Advisory Group member for Financial Information System for California (FI\$Cal), responsible for providing direction and input to the project on schedules, enhancement and implementation of deferred departments. Serve as an Executive Steering Committee member for the state's book of record functionality migration project. Directs staff to provide extensive subject matter expertise towards these projects and works closely with other accounting leadership in the state to ensure maximum success of FI\$Cal.</p>
5%	<p>Responsible for the accounting and reporting for Finance and other statewide organizations under the preview of Finance.</p>
5%	<p>Represents the Department for presentations, negotiations, and coordination of statewide accounting information before the Legislature, various Agency Secretaries, and Department Directors, and develops and analyzes legislation regarding the assignment areas.</p>
5%	<p>Participates at the Agency level in the development of the Governor's legislative program in matters involving fiscal policy and reviews Budget Change Proposals and legislation with fiscal or programmatic impact in the area of statewide accounting.</p>
5%	<p>Perform other duties as required.</p>

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess the following knowledge:

- 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
- A manager's role in the equal employment opportunity program

The incumbent is required to possess the following skills and abilities:

- 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.

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.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

EMPLOYEE SIGNATURE		DATE	
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 and have provided a copy of this duty statement to the employee named above.			
SUPERVISOR NAME			
SUPERVISOR SIGNATURE		DATE	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		DATE	