

**DUTY STATEMENT**

Classification: Career Executive Assignment (CEA) Level B	
Working Title: Assistant Deputy Director, Fiscal	
Program: Fiscal	
Division:	Branch:
Section:	Unit:
Office Location: 1501 Capitol Avenue, Sacramento, CA 95814	
COI Position: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Telework Eligible: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CBID: M01	Position Number: 808-401-7500-XXX
Bilingual Position: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Specify Language: Not Applicable
<p>This position requires the incumbent to perform their essential functions; maintain consistent and regular attendance in-person and/or virtually; to communicate effectively and professionally, both orally and in writing; to develop and maintain knowledge and skills related to specific tasks, methodologies, materials, tools, and equipment; to complete assignments in a timely manner; and to adhere to departmental policies and procedures regarding attendance and conduct including those outlined in the Health Administrative Manual and the DHCS Telework Program. To promote collaboration and connection, essential functions are generally in-person consistent with the DHCS Telework Program and pursuant to an approved Telework Agreement.</p>	
<p><b>Job Summary:</b></p> <p>Under the general direction of the Deputy Director and Chief Financial Officer (DD/CFO), Fiscal, the Assistant Deputy Director (ADD), Fiscal, assists the DD/CFO, Fiscal, with providing leadership and oversight over the Department's fiscal activities. The ADD, Fiscal, ensures financial integrity, accountability, and transparency for the Department of Health Care Services (DHCS) financial resources and programs by helping lead the development and implementation of policies and processes related to but not limited to estimating, budgeting, accounting, and reporting.</p> <p>The ADD, Fiscal, provides expert policy guidance, advises, and collaborates with the DHCS Directorate, Executive Staff, and program partners on Fiscal related matters. The ADD, Fiscal, represents Fiscal and may act on behalf of the DD/CFO, Fiscal, in engagements with internal partners and external stakeholders that include but are not limited to the California Health and Human Services Agency (CalHHS), the Department of Finance (DOF), the State Controller's Office (SCO), the State Treasurer's Office, the Legislative Analyst Office, the Legislature, and the federal Centers for Medicare and Medicaid Services (CMS), as well as other state and federal government officials/agencies.</p> <p>The ADD, Fiscal, is a member of DHCS Executive Staff and is subject to the Department's Conflict of Interest Code and filing a Statement of Economic Interests (Form 700) upon assuming office, annually while in office, and upon leaving office.</p>	
<p><i>The duties contained in this job description 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. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i></p>	

<b>Description of Duties:</b>	
<b>% of Time</b>	<b>Essential Functions</b>
40%	Provides operational and strategic direction on policies and processes related to estimating, budgeting, accounting, and reporting in collaboration with DD/CFO, Fiscal. Formulates and implements fiscal policies and procedures to support the state Medi-Cal program, health care-related initiatives, and program partners. Interprets and enforces applicable state and federal laws, rules, and regulations to ensure the integrity of all fiscal activities. Develops and implements Fiscal operational plans by collaborating with Fiscal Leadership. Collaborates and consults with program partners and external stakeholders to create proposed policies and revisions to policies.
25%	Oversees, leads, and directs the work of Fiscal team members for administrative and operational tasks that include but are not limited to personnel, project management, legislative analysis/proposals, and budget development. Advises and consults with the DD/CFO, Fiscal, on areas impacting DHCS' fiscal operations. Provides general direction to Fiscal Division Chiefs; reviews personnel and budgetary needs; and evaluates team member performance.
15%	Leads Fiscal improvement efforts as they related to policy, processes, and systems. Ensures consistent application of rules and regulations. Develops and implements strategic initiatives and projects to meet goals and objectives. Leads the development of department-wide training curriculum to assist with improving education and awareness of Departmental fiscal policies, processes, and procedures.
15%	Provides expert policy guidance, advises, and collaborates with the DHCS Directorate, Executive Staff, and program partners on Fiscal-related matters. Represents Fiscal and may act on behalf of the DD/CFO, Fiscal, in coordination with internal partners and external stakeholders that include but are not limited to CalHHS, DOF, the Legislative Analyst Office, the state Legislature, SCO, State Treasurer's Office, the Legislative Analyst Office, the Legislature, and CMS as well as other state and federal government officials/agencies. Responds to requests for fiscal information such as financial statement audit response and updates to corrective action plans. Serves as the subject matter expert on fiscal-related matters and assists with ensuring transparency and improved fiscal operations.

Description of Duties	
% Of Time	Essential Functions
% Of Time	Marginal Functions
5%	Other duties as assigned/required.

**Supervision Received:** Under General Direction by the (enter supervisor classification):

Career Executive Assignment Level C.

**Supervision Exercised: (check all that apply)**

☐ Non-Supervisory Classification / None

☒ Clerical Staff

☒ Analytical Staff

☒ Technical Staff

☒ Professional Staff

☒ Supervisory Staff

☒ Managerial Staff

**Special Requirements:**

☐ Medical Evaluation /Clearance

☐ Typing Certificate

☐ Valid Driver's License

☐ Background Check / Finger Printing Clearance

☐ Valid Professional License (please specify): \_\_\_\_\_

**Desirable Qualifications:**

- Knowledge of accounting and budgeting terms, methodologies, and best practices.
- Knowledge of state and federal financial reporting laws, regulations, and rules.
- Knowledge of the organization and functions of California State Government including principles, best practices, and trends of accounting, budgeting, and financial management.
- Experience leading a diverse technical and professional workforce.
- Ability to set clear goals and drive team member performance.
- Experience developing and implementing financial policies, procedures, and reports consistent with applicable financial laws, rules, and regulations.
- Ability to collaborate across high levels of government, external organizations, providers, industry associations, and member representatives.
- Ability to lead change and transformation efforts within and outside the organization, using excellent communication and change management strategies.

**Working Conditions (Check all that apply):**

Prolonged Periods of:

☒ Standing

☒ Sitting

☐ Kneeling

☐ Bending

Travel May be Required:

☒ Occasional

☒ Over Night

Requires Lifting of Heavy Objects up to: \_\_\_\_\_

**Acknowledgements:**

**Human Resources Acknowledgement:** The Human Resources Division has reviewed and approved this duty statement.

Analyst Name:

Analyst Signature:

Date:

**Employee Acknowledgement:** I have discussed with my supervisor the duties of the position and have received a copy of this duty statement.

Employee Name:

Employee Signature:

Date:

**Supervisor Acknowledgement:** 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: