

DUTY STATEMENT

OFFICE OF EXPOSITION PARK MANAGEMENT

☐ Current
☐ Proposed

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.

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Staff Services Manager II (Supervisory)	Fiscal and Administration Manager
NAME OF INCUMBENT:	POSITION NUMBER:
	314-601-4801-002
CBID/WWG/PROBATION:	UNIT NAME:
S01/ E / 12 Months	Exposition Park Management
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
	Assistant General Manager, CEA B
SCHEDULE / SHIFT:	REVISION DATE:
	6/29/2025

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – _____ hours

2. REQUIREMENTS OF POSITION**Check all that apply:**

- | | |
|---|--|
| <input checked="" type="checkbox"/> Conflict of Interest Filing (Form 700) Required | <input type="checkbox"/> EPA Section 608 Technician Certification |
| <input type="checkbox"/> State Issued Uniform | <input checked="" type="checkbox"/> Requires Fingerprinting & Background Check |
| <input type="checkbox"/> Requires DMV Pull Notice | <input type="checkbox"/> Bilingual Fluency (<i>specify below in Description</i>) |
| <input checked="" type="checkbox"/> Medical Examination/Testing | <input type="checkbox"/> Other (<i>specify below in Description</i>) |

Description of Position Requirements:

(e.g., Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) *Click to enter text*

See classification specifications.

3. DUTIES AND RESPONSIBILITIES OF POSITION**General Statement:**

(Briefly describe the position's organizational setting and major functions)

Under the direction of the Assistant General Manager (AGM), the Staff Services Manager II (Supervisory) (SSMII (S)), Fiscal and Administration Manager, provides high-level expertise and assistance to the AGM on a wide variety of fiscal, administrative, and policy issues. The SSM II (S) oversees a small and expert technical unit responsible for developing fiscal policy, analyzing, and recommending improvements to processes and systems, formulating succession planning, and mapping and improving various business processes related to the department's budget and expenditures that are central to the department's primary mission. The SSM II (S) monitors financial performance measures and is responsible for the project management of complex budget reports, assignments, and tasks in accordance with the Budget Act and generally accepted accounting practices of the State Administrative Manual, Board of Control, and OEPM policies and procedures. The incumbent may represent the AGM in financial and administrative meetings and coordinates significant policy and program projects with co-workers, management, executive staff, and internal partners.

Name of Incumbent

Civil Service Classification

Position Number

Staff Services Manager II
(Supervisory)

314-601-4801-002

Percentage of Duties	Essential Functions
35%	<p>Policy & Special Projects. Independently responds to and proposes decisions to the AGM or General Manager on critical and ongoing issues involving fiscal and administrative policies, procurements, cost recovery, data requests, and other support services functions. Formulates and administers internal departmental fiscal policies. Plans, prioritizes, and controls Department assignments of the most sensitive, complex, and confidential nature relating to financial and administrative support services, including accounting, procurement, contract and grant management. Identifies the appropriate procurement method for needed goods and services and manages the procurement process including contract and grant management, invoicing, payment, and assessment of services/goods rendered. Completes complex and technically difficult fiscal analyses, including OEPM's annual budget planning. Oversees the research, preparation, and composition of Budget Change Proposals, Finance Letters, Budget Revisions, May Revision Letters, detailed budget reports and schedules. Proposes fiscal policies including the evaluation and modification of existing policies. Process and support worker's compensation and/or settlement claims. Provides direction on projects and other work performed by administration unit for the Department of Finance, the Legislative Analyst's Office, the Governor's Office, the Legislature, and other, state, local and federal agencies. Ensure compliance with California Science Center's Accounting and Procurement policies/procedures. May assist in development and implementation internal procedures pertaining to budget, accounting, contracts, and procurement.</p>
25%	<p>Fiscal Analysis. Oversees and participates in the development and implementation of revenue forecasting methodologies utilizing complex data related to special funds with multiple revenue streams. Collaborates with departmental staff on the fiscal realization of cost recovery from responsible parties across multiple fiscal years. Evaluates and makes recommendations to the AGM and the Executive team on the impact of proposed legislative, programmatic, and policy issues relating to fiscal management, and administrative process improvement functions in support of the Department's goals and objectives. Maintain and improve internal controls and financial policies and procedures. Coordinates with the General Manager and Assistant General Manager with Board of Director's budget review. Assists in the representation of OEPM's budget to the Department of Finance legislative committees. Analyzes and interprets legislation having fiscal implications on OEPM. Prepares reports and financial statements, board packets, etc.</p>
20%	<p>Process Improvement & Succession Planning. Oversees the development of a fiscal succession plan, identifying competency gaps and developing executive and branch deadlines, resulting in potential negative fiscal, public relations, and policy impacts, as well as potential risks to the public health and the environment. The duties exercised are highly technical in nature and failure to provide accurate data and analysis could result in loss of revenue or erroneous data provided to the public and control agencies. This could undermine the Department's ability to fulfill its mission and meet the goals identified in the most current Strategic Plan, including providing transparency to the public and negatively impacting the public's perception of the Department and its mission.</p>
15%	<p>Personnel Management. Plans, organizes, directs, and provides managerial review of the work performed by staff. Provides regular and timely written performance appraisals for staff. Coaches staff and initiates progressive disciplinary actions, including documenting performance issues, and counseling staff as necessary. Recruits, hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to, hiring, employee development and management. Provides supervision, direction, and guidance to staff on more complicated or highly sensitive fiscal and business services matters. Develops staff's skills and ability by providing regular and appropriate coaching. Creates and/or updates training tools and procedures to improve the efficiency and sustainability of the department.</p>
Percentage of Duties	Marginal Functions
5%	<p>The incumbent will perform other job-related duties as required to fulfill the department mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and department administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings and training.</p>

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4. WORK ENVIRONMENT (Choose all that apply)

Standing: Frequently - activity occurs 33% to 66%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Frequently - activity occurs 33% to 66%	Temperature: Temperature Controlled Office Environment
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: 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.

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.

Typical Work Environment:

☐ Private Office ☒ Cubicle ☐ Shop ☐ Assigned Area ☒ Other:

Telework Status:

- ☐ Office-Based – 0% telework
☒ Office-Centered – 20% telework (1 day)
☐ Exception – 40% – 100% telework

May be eligible for hybrid telework schedule for employees who have passed their probationary period and can satisfactorily perform their essential work functions independently and remotely as determined by management. NOTE: If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full on-boarding and specific training.

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

Directly- Two (2) AGPA's.

6. SIGNATURES

Employee's Acknowledgement:

My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position with the employee and have provided a copy of the Duty Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:


Name of Incumbent

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7. HR USE ONLY

HR Approval

<input checked="" type="checkbox"/> Duties meet class specification and allocation guidelines.	HR Director Initials	Date Approved
<input type="checkbox"/> Exceptional allocation, STD-625 on file.		7/8/2025

Reasonable Accommodation Unit use ONLY *(completed after appointment, if needed)*

**If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

Form Routing: After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.