

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administrative Services Division	EFFECTIVE DATE
BRANCH/SECTION Budget Office	CLASS TITLE Staff Services Manager I - Supervisor
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	PHYSICAL WORK LOCATION Sacramento
INCUMBENT (if known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-401-4800-004

You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS:

Under the general direction of Staff Services Manager II, the Staff Services Manager I (SSM I) supervises a group of analysts performing journey-level work and is responsible for performing the most difficult or sensitive work. The SSM I works closely with California Public Utilities Commission (CPUC) Budget staff, Divisions, Accounting Office, Department of Finance, management, and other stakeholders to develop and administer the annual Commission budget and all related components; coordinates and controls the internal allocation of personal services and operating expenses; and regularly updates and assigns internal cost allocations.

% of time performing duties	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. (Use additional sheets if necessary)
30%	<p><u>ESSENTIAL FUNCTIONS:</u> The Staff Services Manager I is responsible for:</p> <p>Oversee, plan, and manage the overall departmental budget, directing staff responsible for monitoring and managing budget allocations and expenditures across all CPUC divisions. Conduct annual budget training sessions covering areas such as Budget Requests, Employee Master File updates, Out-of-State Travel, FI\$Cal Reporting, and Internal/External Budgets. Supervise budget analysts in overseeing and approving requests related to each division's budget, including but not limited to: ESSRs (requisition requests), purchase orders, travel and training requests, reallocation requests, expenditure corrections, Requests for Personnel Actions, Home Base Coding/Employee Master File updates, and position file adjustments. Lead quarterly meetings with division staff and management to review the status of operational budgets and personnel activities. Provide monthly expenditure trackers, FI\$Cal data reports, and analysis to division staff and management.</p>
20%	<p>Recruit, hire, train, and assess staff performance while fostering team development. Lead and participate in regular staff meetings to effectively communicate key information and ensure alignment of goals and priorities. Set deadlines, manage workload and workflow, and monitor staff progress to ensure work is completed accurately and on time. Evaluate subordinate performance, identify training needs to support staff development, conduct performance reviews, participate in the hiring process, and implement appropriate disciplinary actions when necessary. Prepare timely probationary reports, annual performance evaluations, individual development plans, and, when necessary, corrective action documentation.</p>
20%	<p>Plan, organize, and oversee the preparation, maintenance, and monitoring of the CPUC's annual budget in collaboration with Budget and Fiscal staff. Under the direction of the Budget Officer, ensure the timely completion of the baseline budget and all budget revisions. Assign and track the completion of tasks such as the budget galley, supplemental schedules, monthly fund condition statements, and year-end revenue estimates. Lead the coordination and execution of annual budget drills for the Department of Finance (DOF), Legislative Analyst's Office, and CPUC Executive Management.</p>

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15%	<p>Analyze, develop, coordinate, and periodically update internal and CPUC-wide administrative procedures and policies as needed. Work with staff to ensure divisions adhere to these procedures and policies. Provide guidance and recommend alternatives to ensure consistent direction on budget and fiscal matters. Identify, assess, and develop risk mitigation strategies for all budget-related procedures and policies.</p>
10%	<p>Communicate critical information to management regarding CPUC's budget and expenditures to ensure optimal resource allocation in support of agency and program objectives. Collaborate with internal and external partners, as well as CPUC management, to complete various drills, inquiries, and special projects in a timely manner.</p>
5%	<p><u>MARGINAL FUNCTIONS:</u></p> <p>If directed, the SSM I may serve as the backup in absence of the Budget Officer - Staff Services Manager II. Performs other job-related duties as assigned.</p>

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KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, business services, facilities, management analysis, planning, program evaluation, or related areas; 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 Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet Equal Employment Opportunity program objectives.

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 Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's Equal Employment Opportunity objectives.

WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:

- Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc.
- Must maintain regular and acceptable attendance at such level as is determined at the Department's sole discretion.
- Must be regularly available and willing to work the hours the Department determines are necessary or desirable to meet business needs.

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

SUPERVISOR'S NAME (Print) Jenifer Henneke	SUPERVISOR'S SIGNATURE	DATE
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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 balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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