

Department of Health Care Access and Information

Duty Statement

Proposed

Employee Name Vacant	Organization Office of Health Workforce Development Operations Branch Administrative and Fiscal Operations Section	
Position Number 441-201-4801-XXX	Location Sacramento	Telework Option Hybrid
Classification Staff Services Manager II (Supervisory)	Working Title Administrative and Fiscal Operations Section Chief	

General Description

The Staff Services Manager II (SSM II), Administrative and Fiscal Operations Section Chief, provides strategic leadership over OHWD's fiscal, procurement, contracting, and administrative functions. The incumbent manages budget planning and monitoring, ensures compliance with state and federal requirements, and serves as the primary liaison to internal partners such as the Office of Administrative Services and coordinates responses to control agencies, including the Department of Finance (DOF), CalHHS, the Legislature, and departmental partners. The SSM II also leads the development of standard operating procedures and tracking tools to promote transparency and efficiency. In addition, the incumbent provides guidance to OHWD management on staff performance, training, and personnel practices, and supports resource allocation decisions through data-driven analysis and reporting.

Supervision Received	Will report to the SSM III - OHWD Operations Branch Chief
Supervision Exercised	Will support analytical and professional staff
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Required prolonged sitting and use of telephone and video data terminals, and frequent contact with employees and the public.

Job Duties

E = Essential, M = Marginal

30%	E	Fiscal and Contracts Management: Manage OHWD budgets, accounting, procurement, and contracting operations. Ensure fiscal accountability and compliance. Collaborate with OAS to ensure timely processing of budget drills, procurements, and fiscal reporting. Provide financial guidance to program managers and support the development of Budget Change Proposals (BCPs), grant reporting, and audits. Coordinates responses to control agencies, including DOF, CalHHS, the Legislature, and departmental partners.
20%	E	Operations Process Development: Lead the development and maintenance of OHWD's financial toolkit for staff and managers. Document standard operating procedures, establish and maintain approval workflows, and develop tracking tools to ensure fiscal transparency and efficiency.
20%	E	Administrative Management: Provide guidance and direction to subordinate managers and other OHWD management in the areas of work performance, coaching, mentoring, and identifying training opportunities for performance improvement and job satisfaction. Ensure performance management procedures are followed by management and staff evaluations are prepared and discussed with staff in a timely and meaningful manner. Ensure compliance with

Bargaining Unit agreements, hiring practices, policies, and procedures. Ensure the effectiveness of staff communication, continuous learning, and development strategies.

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| 15% | E | Resource Allocation and Reporting: Monitor expenditures and analyze budget performance across programs. Make data-informed recommendations in resource allocation to maximize program effectiveness. Develop fiscal dashboards for OHWD leadership. |
| 10% | E | Stakeholder Coordination: Represent OHWD and HCAI in meetings with external stakeholders and governing agencies for reporting on operational status. Participate in special project meetings with HCAI leadership, other state departments, federal partners, private partners, CalHHS, and the Legislature. Represent OHWD in budget-related meetings with the DOF and the Legislature when requested by OHWD Leadership. |
| 5% | M | Other Duties as Assigned: Support special fiscal projects, perform related work as assigned. |

Other Expectations

- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity, and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's mission, vision, and goals.
- Demonstrate a commitment to HCAI's Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date