

**DEPARTMENT OF JUSTICE  
DIVISION OF OPERATIONS  
OFFICE OF FISCAL SERVICES  
DUTY STATEMENT**

**NAME:**

**POSITION NUMBER:** 420-021-7500-002

**JOB TITLE:** Director, Office of Fiscal Services

**CLASSIFICATION:** Career Executive Assignment (CEA), Level B

**STATEMENT OF DUTIES:** As Director of the Office of Fiscal Services (OFS), this position provides administrative direction, policy guidance, and control of the Fiscal Management Section which includes the Budget and Accounting Offices, and the Contracts and Purchasing Unit and Grant Services within the Division of Operations (OPS).

**SUPERVISION RECEIVED:** Under the administrative direction of the Chief, OPS.

**SUPERVISION EXERCISED:** Directly oversees the Fiscal Management Section Assistant Director (CEA, Level A), one Staff Services Manager III in the Contracts and Purchasing Unit, and one Services Manager II (Supervisory) in Grant Services.

**TYPICAL WORKING CONDITIONS:** In a remote work environment, home office, or similar environment. At the office, an enclosed windowed office in a smoke-free environment.

**ESSENTIAL FUNCTIONS:**

- 40% Advise the OPS Chief and the Executive Office on policies impacting the administrative functions of budgets, accounting, procurement and grant services; provide day-to-day policy decisions on operating procedures, implementation of programs, and management techniques impacting the fiscal direction of the DOJ; establish standards of accountability to ensure managers are fiscally responsible and that duplicate administrative or central service functions are eliminated.
  
- 30% Fiscal Management Section: Direct the activities of the Budget and Accounting Offices through a subordinate manager; ensure adequate expenditure controls are in place; oversee the accuracy of fiscal management data and the implementation of systems for revenue analysis and projections; oversee and direct the management of the Legal Services Revolving Fund's daily cash needs ensuring legal costs are appropriately recovered and billing rates are appropriately established; and provide guidance, training and direction to line program managers regarding sensitive fiscal issues. Oversee the implementation of new accounting and fiscal systems, including automated activities with the objective to streamline existing workflows.

- 10%    Serve as the primary departmental representative with the various control agencies and the Legislature on all fiscal matters impacting the operations of the department's \$1.3 billion budget including explaining and defending budget change proposals both in public hearings and in private meetings; direct and coordinate the response to all fiscal inquiries for information; direct the cost analysis and fiscal implications of all proposed legislation that impacts the operations of the department; and respond to requests from the Legislature, the Legislative Analyst's Office, the Department of Finance, and the general public.
- 15%    Business Services Section: Direct the activities of the Contracts and Purchasing Unit and Grant Services Section through subordinate managers; provide policy direction regarding the operations of contracts and purchasing; and grant services.
- 5%    Serve in the absence of the OPS Chief regarding policy decisions and DOJ administrative operations related to fiscal services; perform special projects as assigned by the OPS Chief and the Executive Office.

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I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐    I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐    I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐    I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐    I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

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Employee Signature

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Date

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Supervisor Signature

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Date