

CALIFORNIA STATE TREASURER'S OFFICE

POSITION DUTY STATEMENT

☒ PROPOSED

☐ CURRENT

DIVISION OR BCA Administration Division					POSITION NUMBER (Agency-Unit-Class-Serial) 820-200-4801-XXX		Position ID XXX	
UNIT Budget Office					CLASSIFICATION TITLE Staff Services Manager II			
TIME BASE / TENURE Full Time/Permanent		CBID S01	WWG E	COI Yes ☒ No ☐	MCR 2	WORKING TITLE Budget Officer		
LOCATION					INCUMBENT		EFFECTIVE DATE	
STATE TREASURER'S OFFICE MISSION								
The State Treasurer's Office (STO) provides banking services for state government with goals to minimize banking costs and maximize yield on investments. The Treasurer is responsible for the custody of all monies and securities belonging to or held in trust by the state; investment of temporarily idle state and local government monies; administration of the sale of state bonds, their redemption and interest payments; and payment of warrants drawn by the State Controller and other state agencies.								
DIVISION OR BCA OVERVIEW								
BRIEFLY DESCRIBE THE DIVISION/UNIT FUNCTIONS The Administration Division provides support services to the various programs as well as to the Authorities directly associated with the Treasurer's Office. These responsibilities include accounting, budgeting, business services, personnel management, labor relations, Equal Employment Opportunity Office, training and management analyses.								
GENERAL STATEMENT								
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Staff Services Manager III, the Budget Officer plans, organizes and directs the operations of the Budget Office. This position is responsible for the preparation and administration of all phases of the development, implementation and control of the budgets of the State Treasurer's Office (STO) and the Boards, Commissions and Authorities (BCAs). It also serves as Subject Matter Expert (SME) in the absence of the SSM III, as appropriate.								
% 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.						
40%		Budget Development and Administration: Directs the day-to-day operations of the Budget Office and oversees the development and preparation of the State Treasurer's Office (STO) and its Boards, Commissions, and Authorities (BCAs) budgets. Coordinates and reviews all budget schedules, justification materials, and financial data to ensure accuracy, timeliness, and compliance with statewide fiscal policies. Monitors the progress of budget approvals through the executive and legislative review process and implements approved changes. Develops and applies program budget policies, standards, and procedures to maintain consistency and fiscal integrity across all programs and funding sources.						
25%		Fiscal Analysis and Policy Development: Provides expert fiscal analysis, consultation, and recommendations to the Chief of Fiscal Services, Director, and Chief Deputy Treasurer on complex policy and cost-control issues affecting departmental programs. Directs management staff in the preparation of viable budget proposals, including baseline budgets and Budget Change Proposals (BCPs). Oversees the development and submission of Finance Letters and other required fiscal documentation for inclusion in the Governor's Budget. Conducts revenue and expenditure projections, long-range fiscal planning, and special analyses on key fiscal issues. Evaluates the fiscal impact of legislation and regulatory changes on departmental programs and develops appropriate estimates and recommendations.						
20%		Legislative and Interagency Coordination: Serves as the primary liaison for the Budget Office with the Department of Finance (DOF), Legislative Analyst's Office (LAO), legislative budget and policy committee staff, and other control agencies on budget policy matters. Prepares and reviews written analyses on legislation, including Trailer Bill and Budget Bill language that have fiscal or programmatic impacts on the STO. Works directly with the Chief of Fiscal Services and the STO Executive Office, including the Legislative Director, Chief Deputy Treasurer, and Deputy Treasurers, to develop policy recommendations and coordinated responses to legislative and external fiscal inquiries. Briefs executive staff on budget issues and provides technical support during budget and legislative hearings, including testimony as needed.						
10%		Leadership and Staff Management: Supervises, trains, and directs the professional budget staff and coordinates with technical and administrative staff supporting budget operations. Assigns work, establishes priorities, and ensures the quality and timeliness of all deliverables. Provides ongoing guidance and technical direction to staff						

	in budget preparation, fiscal analysis, and reporting. Consults with Division Directors and program managers on fiscal planning, expenditure tracking, and forecasting. Manage departmental reimbursement processes, including review of reimbursement reports, funding ratios, and cost allocation methodologies, and collaborates with the Personnel Office to monitor vacancies and develop budget reduction or adjustment plans as needed.	
5%	Performs other job-related duties, as required.	
SPECIAL REQUIREMENTS		
N/A		
To be reviewed and signed by the supervisor and employee:		
EMPLOYEE'S STATEMENT:		
● I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH MY SUPERVISOR AND RECEIVED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
SUPERVISOR'S STATEMENT:		
● I CERTIFY THIS DUTY STATEMENT REFLECTS CURRENT AND AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION ● I HAVE DISCUSSED THE DUTIES AND RESPONSIBILITIES OF THE POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE