

DUTY STATEMENT

Employee Name:	Position Number: 580-530-4801-909
Classification: Staff Services Manager II (Supervisory)	Tenure/Time Base: Permanent / Full-time
Working Title: Fiscal and Revenue Services Director	Work Location: 850 Marina Bay Parkway, MS 8200 Richmond, CA 94804
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Center for Family Health / Genetic Disease Screening Program	Branch/Section/Unit: Fiscal and Revenue Services Section

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to, integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found in the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

This position advances the California Department of Public Health's (CDPH) mission and strategic plan by serving as Director of the Fiscal and Revenue Services Section, with direct oversight of the Fiscal Services Unit (FSU) and Revenue Services Unit (RSU) within the Genetic Disease Screening Program. The incumbent provides expert leadership in managing the division's fiscal operations, budget preparation, fund management, and revenue collection activities. Responsibilities include supervising unit managers and administrative staff, ensuring compliance with state and departmental policies, and supporting the financial integrity and operational efficiency of GDSP programs. The SSM II collaborates with various internal and external partners to facilitate accurate fiscal analysis, timely billing and collections, and effective resource allocation in support of public health objectives.

The incumbent works under the general direction of the Staff Services Manager (SSM) III, Assistant Division Director of the Genetic Disease Screening Program (GDSP).

Special Requirements

- ☐ Conflict of Interest (COI)
- ☐ Background Check and/or Fingerprinting Clearance
- ☐ Medical Clearance
- ☐ Travel:
- ☐ Bilingual: Pass a State written and/or verbal proficiency exam in
- ☐ License/Certification:
- ☐ Other:

Essential Functions (including percentage of time)

- 20% Leads and directs the Fiscal Services Unit (FSU) supervisor and staff in all fiscal and budget activities for the Genetic Disease Screening Program (GDSP). Assists the Assistant Division Director with budget preparation, including fiscal analysis and regulatory activities that impact the division's overall fund balance. Manages fiscal and budgetary data for the Genetic Disease Testing Fund and Birth Defects Monitoring Fund by reviewing reports prepared by fiscal, billing, and collection staff. Oversees expenditures for the Newborn Screening Program (NBS) and Prenatal Screening Program (PNS). Maintains collaborative relationships with CDPH's Budget Office, Accounting, and Laboratory Services Branch, and oversees fee analysis and fiscal documentation for NBS and PNS programs.
- 20% Ensures completion of annual budget documentation and justifications for changes to the budgetary baseline, including workload estimates, budget change concepts, budget change proposals, and finance letters. Directs FSU staff in the timely completion of all year-end drills, such as budget, revenue, encumbrances, and expenditure drills. Provides guidance to the FSU supervisor in building GDSP estimates, identifying cost drivers, and supporting estimate methodologies for NBS and PNS. Monitors GDSP fund balances and provides recommendations to upper management regarding anticipated cost changes due to new projects. Oversees the submission of estimate packages for final review and timely submission to the GDSP Assistant Division Director, Division Director, and Center for Family Health leadership, acting as liaison to ensure budget packages are submitted on schedule.
- 20% Provides leadership and direction to the Revenue Services Unit (RSU) supervisor and staff in the billing and revenue collection activities for statewide public health screening programs [e.g. Newborn Screening Program (NBS) and Prenatal Screening Program (PNS), California Birth Defects Monitoring Program (CBDMP)] Oversees revenue received from various sources, including healthcare providers, patients, and third-party payers. Ensures appropriate allocation of program fees and collaborates with internal and external partners, including CDPH Accounting, DHCS, Medi-Cal's fiscal intermediary, contractors, and the Information Technology Services Division to support timely and accurate financial operations.
- 20% Monitors the performance of billing and revenue collection reports, and conducts reviews of third-party billing vendors, lockbox banking services, and GDSP's printing vendor. Oversees

coordination and collaboration with the Fiscal Services Unit (FSU) and Center for Family Health (CFH) staff in preparing revenue estimates and conducting revenue drills. Assists with projecting billable caseloads for GDSP and CBDMP. Directs staff and vendors regarding billing and collection policy changes or updates and provides guidance to the billing and collection manager on legal and regulatory requirements. Ensures adherence to accounting and collection procedures stated in the State Administrative Manual. Collaborates with other unit supervisors of the Operational Support Section, Legal, Financial Management Branch, Accounting, program staff, and executives as needed.

- 10% Provides oversight and strategic direction for the Fiscal Services Unit (FSU) and Revenue Services Unit (RSU). Ensures alignment of fiscal, billing, and operational priorities with GDSP's strategic goals and public health mission. Leads cross-unit coordination to support programmatic initiatives, contract management, and infrastructure modernization efforts such as instrumentation replacement and laboratory consolidation. Represents OSS in executive-level meetings and decision-making forums, and advises GDSP leadership on fiscal sustainability, operational risks, and policy implications. Champions continuous improvement, staff development, and interdepartmental collaboration to enhance service delivery and accountability.
- 5% Provides guidance to subordinate staff to ensure that GDSP administrative needs, policies, and procedures are appropriately presented to other departmental and agency units and programs and makes recommendations when appropriate.

Marginal Functions (including percentage of time)

- 5% Promotes and sustains a workplace culture of diversity, equity, and inclusion (DEI) within the section. Performs other work-related duties as assigned.

☐ I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

☐ I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Supervisor's Name:	Date	Employee's Name:	Date
Supervisor's Signature	Date	Employee's Signature	Date

HRD Use Only:

Approved By: Brittany Hanson

Date: 12/15/25