

DUTY STATEMENT

BRANCH ENTERPRISE OPERATIONS SERVICES		POSITION NUMBER (Agency – Unit – Class – Serial) 368-695-7500-002			<input type="checkbox"/> CURRENT <input checked="" type="checkbox"/> PROPOSED	
SECTION Administration		CLASSIFICATION TITLE CEA A				
PROGRAM (If applicable) N/A		WORKING TITLE Chief Financial Officer (CFO)				
REGIONAL HUB Sacramento		COI Yes	WWG E	CBID M01	TENURE P	TIME BASE FT
WORK SCHEDULE M-F 8am-5pm	SUPERVISION EXERCISED Yes	SPECIFIC LOCATION ASSIGNED TO 1400 10th Street, Sacramento, CA 95814				
INCUMBENT (If known)		EFFECTIVE DATE				
PRIMARY DOMAIN (IT positions only)	N/A					

AGENCY OVERVIEW

The Governor's Office of Land Use and Climate Innovation (LCI) serves the Governor and his Cabinet as staff for long-range planning and research and constitutes the comprehensive state planning agency. LCI assists the Governor and the Administration in planning, research, policy development, and legislative analysis. LCI formulates long-range state goals and policies to address land use, climate change, population growth and distribution, urban expansion, infrastructure development, groundwater sustainability and drought response, and resource protection. LCI budget programs include State Planning and Policy Development, Strategic Growth Council, and Racial Equity Commission. LCI is a fast-paced, creative work environment that requires staff to have strong collaboration skills, an ability to quickly respond to changing policy needs, and a positive attitude and sense of humor. Proven commitment to creating a work environment that celebrates diverse backgrounds, cultures, and personal experiences.

GENERAL STATEMENT

Under the general direction of the Deputy Director of Administration, the Chief Financial Officer (CFO) has full responsibility for developing policies impacting accounting, budgets and acquisitions and has broad decision-making authority in facilitating high-level policy formulation, ensuring the strategic utilization of fiscal, budgetary, grant implementation, IT procurement, non-IT procurement, contracting, and facility management functions that support the overall mission, organizational plan, and strategic objectives of the LCI. The CFO serves as the principal advisor to the Deputy Director of Administration and other Executive Directors on matters related to fiscal functions and activities. The CFO maintains continuous awareness and knowledge of current changes and trends that impact the department's programs, such as changes in laws and regulations, court cases, and proposed legislation changes. The CFO plans, directs, and organizes the following areas: LCI's accounting, budgets, contracts and grants, and business services.

% 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. <i>(Use addition sheet if necessary)</i>
100%	ESSENTIAL FUNCTIONS

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35%	<p>Lead the formulation, implementation, and evaluation of fiscal policies, procedures, and practices related to budgeting, accounting, grant implementation, procurement/contracting (IT and non-IT), and facilities operations. Apply principles and tools that align with LCI's business needs and objectives.</p> <p>Serve as the departmental representative to control agencies such as the State Controller's Office, Department of Finance, Department of General Services, and the Legislative Analyst Office. Ensure compliance with applicable laws and regulations, and represent LCI's interests in audits, reviews, and negotiations.</p> <p>Oversee the development and monitoring of internal controls. Use performance metrics and tracking tools to measure service delivery outcomes, assess compliance, and identify opportunities for improvement.</p>
35%	<p>Serve as principal advisor to the Deputy Director of Administration and Executive Directors on fiscal matters. Maintain awareness of legal, policy, and regulatory changes affecting LCI programs and operations. Provide expert analysis and recommendations across all levels of leadership.</p> <p>Collaborate cross-functionally with program and administrative leadership to develop integrated fiscal strategies, inform policy development, and ensure accurate forecasting and alignment of financial resources. Support long-range planning and strategic initiatives that strengthen operational effectiveness.</p> <p>Drive continuous improvement by promoting best practices in budgeting, fiscal oversight, and service delivery across administrative functions.</p>
25%	<p>Oversee the execution of LCI's fiscal operations, including accounting, budgeting, grant implementation, procurement/contracting, facilities operations. Lead a high-performing team by setting clear expectations, resolving escalated issues, and supporting timely, compliant service delivery.</p> <p>Ensure all activities align with applicable laws, state policies, and internal procedures. Provide guidance during periods of change, such as policy shifts, organizational restructuring, or workload surges.</p> <p>Supervise and support staff through recruiting, onboarding, training, performance management, and professional development. Foster a culture rooted in LCI's core values, emphasizing collaboration, accountability, and customer service excellence.</p>
MARGINAL FUNCTIONS	
5%	<p>Perform other job-related duties as required.</p>

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Knowledge of: The organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development.

Ability to: Plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and establish and manage project priorities.

DESIRABLE QUALIFICATIONS: Knowledge of state and local government functions and possess a deep understanding of public administration practices.

SPECIAL PERSONAL REQUIREMENTS: Must uphold core values of integrity, accountability, and transparency and drive modernization and innovation through streamlined processes and data-supported decision-making. Must prioritize serving California's diverse communities and cultivating a work environment that celebrates diversity.

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to exert up to 10 lbs. of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects with or without a reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional/overnight travel up to 15% may be required.

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.

SUPERVISOR'S STATEMENT: *I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE AND HAVE PROVIDED A COPY OF THE DUTY STATEMENT TO THE EMPLOYEE.*

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: *I HAVE READ AND UNDERSTAND THE DUTIES LISTED ABOVE AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR HIRING SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR HIRING SUPERVISOR, WHO WILL DISCUSS YOUR CONCERNS WITH HUMAN RESOURCES OFFICE).*

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