



DUTY STATEMENT

BRANCH ENTERPRISE OPERATIONS SERVICES		POSITION NUMBER (Agency – Unit – Class – Serial) 368-303-4802-001			<input type="checkbox"/> CURRENT <input checked="" type="checkbox"/> PROPOSED	
PROGRAM ADMINISTRATIVE SERVICES		CLASSIFICATION TITLE Manager II				
SECTION/UNIT (If applicable) BUDGET OFFICE		WORKING TITLE Budget Officer				
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)	Choose an item.
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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's 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 Administrative direction of executive leadership, the Manager II (Budget Officer) serves as the department's senior fiscal authority responsible for strategic budget leadership, fiscal policy development, and departmentwide budget operations. The incumbent manages the Budget Office and provides expert-level fiscal consultation to executive management, control agencies, and the Legislature. The position exercises a high degree of independent judgment, oversees complex and sensitive fiscal matters, and ensures compliance with State, federal, and departmental fiscal requirements.



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% 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
25%	<p>Departmentwide Fiscal Policy and Executive Advisory</p> <ul style="list-style-type: none"> • Serve as the Department's Budget Officer and principal fiscal advisor, acting as the primary point of contact with the Department of Finance (DOF), Legislative Analyst's Office (LAO), Legislature, and other control agencies on complex budget, fiscal policy, and funding issues. • Plan, direct, and oversee departmentwide fiscal policy and budget strategies impacting State Operations, Local Assistance, and Federal Funds. • Advise executive management on fiscal policy, budget risks, funding strategies, and the fiscal implications of new or expanding • Provide expert-level fiscal analysis and policy recommendations on sensitive, controversial, and high-impact issues affecting departmental programs and funds. • Lead the development, review, and approval of Budget Change Proposals (BCPs), including identification of fiscal issues, alternatives, risks, and long-term consequences; present recommendations to executive leadership. • Prepare and deliver high-level written and oral briefings to executive management, DOF, LAO, and legislative bodies.
25%	<p>Budget Development, Operations, and Oversight</p> <ul style="list-style-type: none"> • Direct and oversee the preparation of the annual Governor's Budget, including all supporting schedules, narratives, and fiscal documentation. • Establish departmentwide budget policies, procedures, and internal controls to ensure compliance with the State Administrative Manual (SAM), Government Code, and applicable federal requirements. • Provide executive-level oversight of position control, expenditure authority, contracts, grants, and other fiscal commitments to ensure alignment with approved appropriations and strategic priorities. • Oversee ongoing monitoring of expenditures, fund conditions, and projections; direct corrective actions to address funding risks or variances. • Lead the redesign and continuous improvement of budget systems, processes, and analytical methodologies to enhance fiscal reporting, forecasting, and decision support. • Ensure the integrity, accuracy, and appropriate use of financial data and reports generated through the PeopleSoft Financial Accounting System and related tools.
20%	<p>Programmatic Fiscal Leadership and Legislative Analysis</p> <ul style="list-style-type: none"> • Provide advanced fiscal leadership and consultation to program directors and executive staff regarding budget development, fund management, cost allocation, appropriation control, and long-term fiscal planning. • Analyze legislation and budget proposals for fiscal and operational impacts; develop departmental positions and recommendations, including proposed amendments when appropriate. • Coordinate with legislative staff and control agencies to resolve fiscal issues and advance departmental priorities. • Direct the development of fiscal guidance for new and existing programs, including Notices of Funding Availability, multi-year expenditure plans, and long-term fiscal outlooks.



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	<ul style="list-style-type: none"> Oversee fiscal computations and methodologies related to State and federal grants, indirect cost rate proposals, staffing models, and shared services allocations. Establish and deliver departmentwide training on governmental budgeting principles, fiscal accountability, and budget processes.
25%	<p>Staff and Organizational Management</p> <ul style="list-style-type: none"> Manage and direct the Budget Office, exercising full supervisory and managerial authority, including planning, organizing, assigning, reviewing, and evaluating staff work. Establish unit goals, performance standards, and workload priorities aligned with departmental objectives. Ensure strong internal controls, staff accountability, and compliance with fiscal laws, regulations, and policies. Recruit, hire, develop, and retain highly skilled professional staff to meet current and future departmental fiscal needs. Provide coaching, performance feedback, and professional development opportunities; conduct performance evaluations and address performance issues. Review and approve complex fiscal analyses, reports, issue papers, and executive-level presentations produced by staff. Foster effective communication, collaboration, and transparency through regular staff meetings and cross-program coordination.
	MARGINAL FUNCTIONS
5%	<ul style="list-style-type: none"> Perform other job-related duties as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Advanced principles and practices of State and federal budgeting, including State Operations, Local Assistance, and Federal Funds, and the interrelationship of funding sources.
- State Uniform Accounting System (SUAS), State Administrative Manual (SAM), Government Code, and other applicable fiscal control laws, rules, and regulations.
- Department of Finance (DOF) budget development, execution, and revision processes, including preparation and approval of Budget Change Proposals (BCPs), Federal Fund Revisions (FFRs), and other required fiscal forms and documentation.
- Fiscal policy development, budget forecasting methodologies, expenditure tracking, and long-range financial planning.
- Research and analytical techniques applicable to complex fiscal, programmatic, and policy issues.
- Departmental programs, organizational structure, and operational priorities sufficient to ensure fiscal strategies, projects, and expenditures align with statutory requirements, program objectives, and established timelines.
- Principles of internal controls, risk management, and fiscal accountability in a public-sector environment.
- Supervisory and managerial practices, including performance management, staff development, and workforce planning.

Ability to:

- Exercise independent judgment and reason logically and creatively in resolving complex, sensitive, and high-impact fiscal and budgetary issues.



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- Lead and direct advanced fiscal analyses; develop, evaluate, and recommend strategic alternatives; and assess fiscal, operational, and policy implications.
- Communicate complex fiscal concepts and recommendations clearly and persuasively through executive-level written reports, issue papers, and oral presentations.
- Consult with, advise, and influence executive management, control agencies, legislative staff, and program leadership on a wide range of fiscal and policy matters; establish and maintain effective, cooperative working relationships.
- Plan, organize, and manage a highly complex workload with competing priorities; establish timelines, allocate resources, and ensure timely completion of critical deliverables.
- Review, edit, and approve complex fiscal analyses and reports prepared by staff to ensure accuracy, clarity, and policy consistency.
- Lead and effectively utilize multidisciplinary teams to conduct fiscal studies, implement policy changes, and resolve cross-functional issues.
- Develop, mentor, and evaluate staff; foster professional growth; and build a high-performing fiscal management team.
- Strategically allocate and leverage available fiscal, human, and technological resources to advance departmental objectives and support the department's mission.

DESIRABLE QUALIFICATIONS:

- Demonstrated experience providing departmentwide budget leadership and serving as a principal fiscal advisor to executive management.
- Extensive knowledge of State budgeting processes, including the Governor's Budget, Budget Change Proposals (BCPs), and legislative budget actions.
- Proven experience working with control agencies (e.g., DOF, LAO, SCO) and legislative staff on complex and sensitive fiscal matters.
- Experience managing State Operations and Local Assistance budgets, including multi-year fiscal planning and expenditure oversight.
- Strong background in fiscal policy development, budget forecasting, expenditure monitoring, and risk management.
- Demonstrated ability to analyze and interpret legislation and policy proposals and assess fiscal and operational impacts.
- Experience supervising and developing professional fiscal or analytical staff, including workload planning and performance management.
- Ability to prepare and deliver executive-level written analyses and oral presentations, and to lead process improvements in budget operations.

SPECIAL PERSONAL REQUIREMENTS:

SPECIAL PHYSICAL CHARACTERISTICS: Persons appointed to this position must be reasonably expected to lift, carry, push, pull, or otherwise move object 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 reasonable accommodation. Involves sitting most of the time but may involve walking or standing for brief periods of time. Occasional travel up to 5% 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.*



DUTY STATEMENT

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: <i>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).</i>		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE