

POSITION DUTY STATEMENT

STO 1000 (Rev 11/2025)

DIVISION OR BCA Administration Division					POSITION NUMBER (Agency-Unit-Class-Serial) 820-200-4802-002	Position ID 24
UNIT Fiscal Services					CLASSIFICATION TITLE Manager II	
TIME BASE / TENURE Full Time/Permanent	CBID M01	WWG E	COI Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	MCR 2	WORKING TITLE Chief, Fiscal Services	
LOCATION Sacramento					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 Director, Administration Division (CEA B), the Budget Officer is responsible for planning, organizing, and directing the work of the Budget and Accounting Office. The Budget Officer serves as the fiscal advisor to the State Treasurer Office (STO) and the Boards, Commissions and Authorities (BCAs), and acts as liaison with the Department of Finance (DOF), Legislative Analyst Office (LAO), Legislative Budget Committee Staff and Policy Committee Staff. This position is responsible in the preparation, analysis, implementation, and control of the budgets of the STO and BCAs. It also serves as Subject Matter Expert (SME) in the absence of the Director of Administration, 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%	Plan, organize and direct the preparation, modification, and administration of the State Treasurer's Office and the Boards, Commissions and Authorities' budgets; monitors its approval through the executive and legislative review process; formulates program budget policies, standards and procedures and provides leadership, advice and recommendations to management to ensure timely and accurate budget development; serves as liaison to various control agencies, including DOF, LAO, legislative budget subcommittees and other high level stake holders on budget policy matters; briefs the Director and Chief Deputy Treasurer on budget issues for budget hearings, attends and testifies, as needed, at budget and legislative hearings; develops appropriate written and verbal responses to legislative and other external inquiries regarding budget policy direction and content; develops, in conjunction with the Department's Divisions, budget reduction plans, and oversees, in conjunction with the Department's Human Resources Office, monitoring of the Department's vacant positions.
25%	Advises the Director and Chief Deputy Treasurer regarding the development and establishment of budget levels, provides consultation on sensitive and complex policy decisions necessary for controlling department program costs. Directs Departments management in the development of viable budget proposals; makes recommendations on budget change proposals concepts for the Director and Chief Deputy Treasurer approval, directs the development of necessary budget schedules for inclusion in the Governor's Budget; oversees the development of proposed Finance Letters for submittal; develops and implements the procedures for the preparation of baseline budget and budget change proposals (this includes coordination of all justification material necessary for the presentation and review of program changes); direct the preparation of timely financial reports (revenue and expenditure management plans) to provide management with vital revenue and expenditure data and forecasts essential for monitoring the department's fiscal status and for informed decision-making on fiscal matters. Develops estimates of the impact of changes to legislation and/or regulations on Department programs.

20%	Supervisors all matters relating to the planning, preparation, analysis and control of the Department’s accounting and budget operations. Assists the Accounting Officer and staff in ensuring that fiscal resources are properly accounted for and that reliable financial information is available on a timely basis for use in decision-making which will contribute to the effective and efficient attainment of the goals of the Department. Direct the activities of the Accounting office in the control and detailed accounting of all revenues and expenditures, reconciliation of financial reports to FI\$Cal, management of cash flow, and preparation of timely management reports and monthly, quarterly and year-end reports.
10%	Consults, advises and provides written analysis on legislation, including Trailer and Budget Bill language that have a fiscal or programmatic impact to the STO. Works directly with the State Treasurer’s Executive Office (Legislative Director, Chief Deputy Treasurer and Deputy Treasurers) in developing policy and recommendations to be carried forward to the legislative consultants and committees. Direct the preparation of timely financial reports (revenue and expenditure management plans) to provide management with vital revenue and expenditure data and forecasts essential for monitoring the department’s fiscal status and for informed decision-making on fiscal matters. Responsible for assessing the reimbursement policies of the STO. This includes monitoring reimbursement reports, recommending funding ratios for reimbursement, assisting in the cost allocation methodologies, and analyzing new and continuing activities of the STO to determine their applicability for reimbursement funding.
5%	Miscellaneous administrative services functions, 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
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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
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