# DUTY STATEMENT

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| Employee Name: | Position Number:<br>**580-224-4800-003** |
| Classification:<br>Supervisor I | Tenure/Time Base:<br>Permanent/Full-Time |
| Working Title:<br>Supervisor, Budget and Expenditure Unit | Work Location:<br>3701 N. Freeway Blvd., Sacramento, CA 95834 |
| Collective Bargaining Unit:<br>S01 | Position Eligible for Telework (Yes/No):<br>Yes |
| Center/Office/Division:<br>Vital Records and Statistics Division | Branch/Section/Unit:<br>Operations Branch<br>Fiscal and Employee Services Section<br>Budget and Expenditure Unit |

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 on the classification specification for the classification noted above. Classification specifications are located on the California Department of Human Resource's Job Descriptions webpage.

## Job Summary

This position supports the California Department of Public Health's (CDPH) mission and strategic plan by managing all functions of the Budget and Expenditure Unit (BEU) within the Vital Records and Statistics Division (VRSD).

The Supervisor I (Sup I) is responsible for fiscal management and fiscal administrative services budget/expenditure functions for VRSD, including expenditures, budgets, invoicing, accounting, management analysis, program evaluations, cost-effective benefit analysis, and legislative analysis. The incumbent supervises a unit of analysts.

The incumbent works under the general direction of the Supervisor II, Supervisor of the Fiscal and Employee Services Section.

## 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)

30% Supervise and oversee staff responsible for carrying out the invoice processing, budget and expenditure monitoring functions of the Operations Branch (OB). Plan, organize, direct, and evaluate all activities related to process, tracking, and monitoring fund balances, fund allocations, invoice processing, expenditures, and administrative services. Track, monitor, and reconcile impacts of the Governor's Proposed Budget, May Revisions, and Enacted Budgets to the Division's fund sources. Provide fiscal technical support services for all VRSD programs including, but not limited to, developing position costing associated with Budget Change Proposals (BCPs), verifying position and budget authority, and recommending alternative solutions for requests that cannot be approved. Perform responsibilities including hiring, training, evaluating staff and staff workload, and providing direction for work assigned. Provide technical fiscal training and assistance to staff in a wide range of fiscal work impacting VRSD, including the preparation of policy papers, issue memoranda, responses to audits, invoicing, and various ad hoc fiscal drills. Review and approve invoices to ensure charges are appropriate, anomalous charges are disputed timely, and payments are released timely. Provide technical guidance to staff on resolving complex billing and expenditure issues. Review invoice tracking logs to ensure payments are processed accurately and submitted timely. Ensure staff are following all procedures, policies, and rules from the State Administrative Manual (SAM) and best account practices. Ensure staff are handling, processing, tracking, and monitoring all invoices in compliance with SAM, General Accepted Accounting Principles (GAAP), and other policies and rules.

25% Ensure proper oversight and monitoring of the Health Statistics Special Fund (HSSF), State general funds, Federal grants, and reimbursements. Track, monitor, and reconcile fund balances and expenditures to ensure Division is within its authority and funds remain solvent. Develop annual budget and maintain overall responsibility for the fiscal reporting systems, such as the Budget Dashboard, Expenditure Forecast Reports, Fund Condition Statements, and Invoice Tracking logs. Review, reconcile, and resolve discrepancies of internal tracking logs against FI$Cal generated data. Utilize various reports and raw data available in the FI$Cal system to generate or update reporting systems. Monitor expenditures, encumbrance balances, and balances of VRSD funds, including the HSSF and the Cannabis Control Fund. Oversee all other VRSD program funding sources including Proposition 99 funds. Review Information Technology Services Division (ITSD) expenditure report to ensure all ITSD charges are appropriate. Track, monitor, and reconcile transactions ensuring accuracy and resolve any

anomalies identified. Develop, implement, and reconcile revenue/expenditure projections and forecasting.

20% Coordinate budget activities by attending meetings with subordinates, peers, supervisors, contractors, the Department of Finance (DOF), CDPH Financial Management Division (FMD), CDPH Budget Office, county, State, and Federal agencies. Identify fiscal operational problems through ongoing monitoring and review. Develop and implement new policies and procedures to improve processes. Monitor achievement of objectives and compliance with VRSD and State administrative policies and procedures through the review of staff work. Provide training and staff development as needed. Participate in strategic planning activities with the management team.

20% Coordinate the completion of mid-year and end-of-year drills to ensure timely and accurate submissions on behalf of VRSD. Review financial drills for accuracy and completeness and ensure timely submission. Participate in special assignments as directed by VRSD Leadership such as the development or review of legislation, regulations, legislative reports, bill analysis, fiscal impact statements, and other special projects related to budget or expenditures. Provide guidance on the development and drafting of Fiscal Impact Statements and Fiscal Impact portion to Bill Analysis. Prepare various administrative and management documents. Represent VRSD at meetings with other department programs, as well as State, Federal, and county agencies. Give presentations on sensitive or complex fiscal issues. Review correspondence prepared by staff to ensure quality, consistency, and timeliness before submitting to Leadership, Executive staff, Agency, the Legislature and Governor's Office.

## Marginal Functions (including percentage of time)

5% Perform other work-related duties as required.

☐ 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 |
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| Supervisor's Signature | Date | Employee's Signature | Date |

**HRD Use Only:**
Approved By: HH
Date: 3/4/26