

DUTY STATEMENT

CALIFORNIA PUBLIC UTILITIES COMMISSION

DIVISION Administrative Services Division		EFFECTIVE DATE
BRANCH/SECTION Budget Office		CLASS TITLE Supervisor I
WORKING DAYS AND WORKING HOURS Monday through Friday 7:00 a.m. to 5:00 p.m.		PHYSICAL WORK LOCATION Sacramento
INCUMBENT (If known)		CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 680-401-4800-003
You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly, and with respect are important to everyone who works with you.		
BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS: Under general direction of the Supervisor II (Budget Officer), the Supervisor I supervises a group of analysts and leads in the planning and development of the Governor's Budget by collaborating and coordinating with internal and external stakeholders. Takes a lead role in developing Budget Change Proposals and Enrollment, Caseload, and Population Estimates, and drafting legislative fiscal bill analyses.		
% 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 additional sheet if necessary)</i>	
	<u>ESSENTIAL FUNCTIONS:</u>	
30%	Oversee, plan and manage the analysis of financial information and track the budget authority for all the department's program and funds. This includes ongoing monitoring of actual data as compared to changes to the enacted budget (e.g. Budget Revisions, Section letters, and Executive Orders). Consult and collaborate with internal divisions to develop, analyze, review, and edit Budget Change Proposals (BCPs), Spring Finance Letters (SFLs), and Enrollment, Caseload, and Population Estimates (ECPs). Manage the BCP calendar and BCP process in accordance with the Department of Finance timelines. Maintain tracking and control of BCP concepts, BCP narratives, Executive Office decisions, DOF recommendations. Oversee the input of BCP and ECP request data in the FI\$Cal Hyperion system. Track the BCP requests on the Budget Appropriation Tracker.	
25%	Oversee the planning, preparation and maintenance of the budget development process for the Department's annual Governor's budget. This includes setting work priorities and reviewing various budget schedules. Working to complete budget letter drill and assignments issued by Department of Finance including but not limited to past-year expenditure adjustments; past-year, current-year, and budget-year RTL adjustments; Pro-Rata/SWCAP; Section 3.60 and Item 9800 adjustments; Fund Conditions; Supplementary Schedules, Hyperion crossover, Budget Galley review, budget bill review, etc. for submittal to Department of Finance. Coordinating with HR and Supervisor I - Spec on completion of the annual Schedule 8 and 7A (Salaries & Wages Supplement).	
20%	Recruit, hire, train, and assess staff performance while fostering team development. Lead and participate in regular staff meetings to effectively communicate key information and ensure alignment of goals and priorities. Set deadlines, manage workload and workflow, and monitor staff progress to ensure work is completed accurately and on time. Evaluate subordinate performance, identify training needs to support staff development, conduct performance reviews, participate in the hiring process, and implement appropriate disciplinary actions when necessary. Prepare timely probationary reports, annual performance evaluations, individual development plans, and, when necessary, corrective action documentation.	
10%	Review and analyze proposed legislation, pending legislation, and other statutory, regulatory, and policy changes, interpreting the intent and fiscal impact on CPUC and advise management. Coordinate implementation of fiscal provisions of enacted legislation and/or newly established programs with budget and program staff and monitoring progress. This includes taking an active role, as necessary, to ensure all fiscal issues relating to legislation are identified early and updated as necessary.	

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10%	Assist Budget Officer with analyzing, developing, and maintaining Budget Office Policies and Procedures Manual. Provide instruction for and suggest alternatives to ensure consistent direction to staff on budget/fiscal matters. Provide training to divisions on BCP preparation.	
5%	<u>MARGINAL FUNCTIONS:</u> Assist other Budget Office Staff as needed and perform other job-related duties as assigned. <u>KNOWLEDGE AND ABILITIES</u> Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, business services, facilities, management analysis, planning, program evaluation, or related areas; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity Program objectives. Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's Equal Employment Opportunity objectives; consistently exercise a high degree of initiative, independence, and good judgment in performing assignments; and informs the Budget Officer of current activities, achievements, and operating problems. <u>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES:</u> • Proficiency with communications-related technologies, including personal computer applications, telecommunications equipment, Internet, voicemail, email, etc. • Must be willing to work irregular hours, nights, and/or weekends to meet the Department's business needs. • Sit/Stand for long periods of times using a keyboard and video display terminal.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE		
SUPERVISOR'S NAME (Print) Jenifer Henneke	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT		
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.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE