

**POSITION DUTY STATEMENT**

STO 1000 (Rev 11/2025)

DIVISION OR BCA <b>Administration Division</b>					POSITION NUMBER (Agency-Unit-Class-Serial) <b>820-200-4800-XXX</b>	Position ID <b>XXX</b>
UNIT <b>Budget Office</b>					CLASSIFICATION TITLE <b>Supervisor I</b>	
TIME BASE / TENURE <b>Full Time/Permanent</b>	CBID <b>S01</b>	WWG <b>E</b>	COI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	MCR <b>2</b>	WORKING TITLE <b>Budget Officer</b>	
LOCATION <b>Sacramento</b>					INCUMBENT	EFFECTIVE DATE
<b>STATE TREASURER'S OFFICE MISSION</b>						
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.						
<b>DIVISION OR BCA OVERVIEW</b>						
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.						
<b>GENERAL STATEMENT</b>						
BRIEFLY (1 OR 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Chief of Fiscal Services, Manager II, the Budget Officer plans, organizes, and directs the operations of the Budget Office. The incumbent is responsible for the development, implementation, administration and control of the budgets of the State Treasurer's Office (STO) and the Boards, Commissions, and Authorities (BCAs) under the purview of the State Treasurer. Duties shall include the following:						
<b>% of time performing duties</b>	<b>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.</b>					
40%	<b>Budget Development and Administration:</b> Directs the day-to-day operations of the Budget Office and develops and prepares the budgets for the STO and BCAs. Monitors their approval through the executive and legislative review process. Implements program budget policies, standards, and procedures and provides technical guidance to management to ensure timely and accurate budget development. Coordinates all budget schedules, justification materials, and financial data to ensure accuracy, timeliness, and compliance with statewide fiscal policies. Administers, maintains, revises, and controls the budgets for the STO and the BCAs during the operating year.					
25%	<b>Fiscal Analysis and Policy Development:</b> Conducts fiscal and policy analysis of legislative bills that impact the STO and/or BCAs. Makes long-range revenue and expenditure planning estimates and other special analyses on key fiscal issues as required or requested by management. Prepares budget proposals, including baseline budgets and Budget Change Proposals (BCPs), under direction of senior budget management. Assists in the development and submission of Finance Letters and other required fiscal documentation for inclusion in the Governor's Budget. Assesses the fiscal impact of legislation and regulatory changes on departmental programs and prepares estimates and recommendations. Assesses the reimbursement policies of the STO, including 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.					
20%	<b>Legislative and Interagency Coordination:</b> Coordinates budget preparation with the Department of Finance (DOF), Legislative Analyst's Office (LAO), and legislative budget and policy committee staff, and other control agencies. Represents the STO in meetings and serves as liaison on budget policy matters with control agencies and the Legislature. Prepares responses to legislative inquiries regarding budget policy direction and content. Responds to questions and/or requests forwarded from the Treasurer, Executive Directors, Management, Department of Finance, Legislative Analyst Office, and the Legislature. Prepares written analyses on legislation, including Trailer Bill and Budget Bill language that have fiscal or programmatic impacts on the STO. Attends and testifies, as needed, at budget and legislative hearings.					

10%	<b>Leadership and Staff Management:</b> Supervises, trains, and provides guidance to budget staff in budget preparation, fiscal analysis, and reporting. Assigns work and monitors progress to ensure quality and timeliness of deliverables. Provides training and assistance to STO and Authorities' managers in the development of budgets. Consults with Division Directors and program managers on fiscal planning and expenditure tracking. Responds to Department of Finance "drills" and calendars, prepares agendas, and attends monthly fiscal meetings with management staff. Performs other job-related duties, as required.
5%	Perform other job-related duties.

**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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