



DUTY STATEMENT
 Department of Finance
 Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term fiscal sustainability and responsible resource allocation.

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| NAME | | EFFECTIVE DATE | |
| UNIT | THL | POSITION NUMBER | 300-330-7500-033 |
| CLASSIFICATION | Assistant Program Budget Manager, CEA Level B | | |

SCOPE

This position develops positions and recommends policy/program changes within assignment area. In the absence of the Program Budget Manager, this person represents the Program Budget Manager as a fully authorized member of the Director's management team. In this capacity, the position presents the Program Budget Manager's positions and recommendations on broad budget policy areas. Negotiates and testifies independently, representing the Department and the Administration in presenting budget and legislative positions. The incumbent is a member of the department's management team and is involved in the development and recommendation of policies affecting the unit and the department.

This position serves as the Assistant Program Budget Manager overseeing budget and policy aspects of various departments and agencies under the Transportation, Housing/Homelessness, and Labor Unit. The incumbent's duties include supervising professional staff and generally consists of the following functions:

ESSENTIAL FUNCTIONS

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| 20% | Participates in the formulation, improvement, management, and evaluation of the Administration's statewide fiscal plans, programs, and policies affecting or affected by the assignment area. |
| 20% | Represents and negotiates for the Department of Finance and the Administration within assignment area. |
| 20% | Participates in and directs the development of the Governor's legislative program in matters involving major fiscal policy. |
| 20% | Reviews legislation with fiscal or programmatic impact on assignment area |

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| 10% | Testifies before the legislative committees |
| 10% | Informs staff of the administration's goals, policies, and positions |

KNOWLEDGE, SKILLS, AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government, including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level B – Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

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| EMPLOYEE SIGNATURE | | DATE | |
| I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above. | | | |
| SUPERVISOR NAME | Teresa Calvert | | |
| SUPERVISOR SIGNATURE | | DATE | |
| PROGRAM BUDGET MANAGER (PBM) NAME | Teresa Calvert | | |
| PBM SIGNATURE | | DATE | |