



Classification:
Position Number:

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 25-600-XXX	Classification Title: Supervisor II	Position Number: 880-600-4801-010
Incumbent Name: Vacant	Working Title: Assistant Budget Officer	Effective Date: May 5, 2026
Tenure: Permanent	Time Base: Full Time	CBID: S01
Division/Office: Division of Administrative Services (DAS)		Section/Unit: Budget Branch
Supervisor's Name: Ryan Wilson		Supervisor's Classification: Manager II

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the supervision of a Manager II and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
Specific responsibilities include: Oversee supervisors and staff that develop and maintain the wide variety of complex and highly technical processes necessary to prepare, implement and oversee the State Water Resource Control Board's (SWRCB) annual budget plan. Duties include planning, organizing, developing, implementing, monitoring, and evaluating the Board's annual budget plan and allotment control process. The position supervises a staff of thirteen (13) including overseeing and providing training, direction, and feedback, establishing work standards, taking disciplinary action if necessary, and setting priorities. In addition, the position provides backup for the Budget Officer and acts as the Budget Officer when necessary. The position also works in a collaborative effort with the Supervisor II in charge of the Fee and Revenue Branch.



Classification:
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Essential Functions (Including percentage of time):

45%	<p>Plan, coordinate and direct all internal budget development including the following: Budget Calendar, organizational, controlled line item (contract, equipment, out-of-state travel) and program allotments, and proposed allotment revisions. Assign, direct, coordinate, and monitor preparation of Governor’s Budget and all support documentation. This support documentation includes all elements of the Governor’s Budget Galley including approved budget change proposals (BCPs) included in the Governor’s budget preparation process, and for incorporating Finance Letters and legislative changes into the State Water Resources Control Board (Water Board) budget, and maintaining complete chronological records of all such changes.</p> <p>Identify changes made to the SWRCB’s budget during the legislative review process by program, fund, organizational line item, and position classification. This includes updating authorized allotments and coordinating such changes with accounting.</p>
40%	<p>Develop, track, monitor, and maintain control of the Water Board budgetary allotments through both automated and manual tracking systems and databases, including reviewing all Program Change Proposals (PCPs) for fund compatibility, accuracy, completeness, fund availability, compliance with State and SWRCB policies, and identification of issues (one-time versus ongoing change etc.) which need further action or elevation to the Office Chief. This responsibility also includes working effectively with Accounting Office staff in order to resolve budgetary allotment problems. Coordinate implementation of new legislation or newly established programs with budget, accounting and program staff and monitoring progress. This task includes taking an active role, as necessary, to ensure all fiscal issues relating to legislation are identified early in the process, review progress with assigned staff and the Office Chief, and ensure necessary actions to implement new programs and legislative directives are completed. Direct staff in the preparation of Budget Revisions, implementation of Budget Act Control Section and associated budgetary changes (Retirement Rate Adjustments, Employee Compensation, Assessment of Statewide Administrative Costs, and Statewide Cost Allocation Plan costs, and other documentation submitted to the Department of Finance, other control agencies, and the Legislature. Train staff, review documentation for completeness, accuracy, and consistency, and maintain overall control for all records. Direct analysts in their review and analysis of proposed legislation, including reviewing staff assumptions and cost analysis and providing guidance and assistance as appropriate. Identification, analysis, and recommendation of solutions to fiscal problems in assigned areas in coordination with staff. Coordinate preparation of the Contract Status Report and reviewing all data for accuracy and completeness. Coordinate requests from outside agencies for fiscal information with budget analysts and the Office Chief. Monitor and forecast expenditures for all funds and assigned organizations. Propose appropriate methods and assumptions for analysis and providing written instructions to staff.</p>

Marginal Functions (Including percentage of time):



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10%	Initiating, assigning, coordinating, and monitoring the periodic update of internal and Board-wide administrative procedures and instructions as necessary to ensure both smooth and consistent direction to staff on budget/fiscal matters. Provide review, approval, and recommendation on various other technical documents (position change, contract encumbrance, board agenda items, etc.).
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

Example: The job requires extensive use of a personal computer and the ability to sit/stand at desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents. Navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 50 lbs, standing/sitting for long periods of time, etc.

Typical Working Conditions:

Example: The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office in a smoke-free environment. The work schedule is Monday through Friday. Incidental mandatory overtime, including evening and weekend work may be necessary during the year end closing process or when the department is mission tasked. Incidental travel may be required locally and within the state.

Supervisor Statement

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date

Employee Name	Employee Signature	Date