

DEPARTMENT OF CONSERVATION  
 POSITION DUTY STATEMENT  
 PO-199 (Revised 12/24)

CURRENT     PROPOSED

POSITION INFORMATION	
<b>NAME</b>	<b>MCR</b> 2
<b>CLASSIFICATION</b> Supervisor I	<b>POSITION NUMBER</b> 538-305-4800-591
<b>WORKING TITLE</b> Finance Team Supervisor	<b>DIVISION/UNIT</b> Land Resource Protection
<b>EFFECTIVE DATE</b>	<b>LOCATION</b> Headquarters - Sacramento
<b>BARGAINING UNIT</b> S01	<b>CONFLICT OF INTEREST DESIGNATION</b> 1

REQUIREMENTS OF POSITION			
<input type="checkbox"/> MEDICAL EVALUATION	<input checked="" type="checkbox"/> CONFLICT OF INTEREST	<input type="checkbox"/> TRAVEL REQUIRED	<input type="checkbox"/> BILINGUAL FLUENCY
<input checked="" type="checkbox"/> SUPERVISORY	<input type="checkbox"/> SPECIALIST	<input type="checkbox"/> DRIVER LICENSE	<input type="checkbox"/> PROFESSIONAL LICENSE
<input type="checkbox"/> TYPING CERTIFICATE	<input checked="" type="checkbox"/> HYBRID	<input type="checkbox"/> OTHER	

**DEPARTMENT STATEMENT:**

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department’s mission and vision.

**GENERAL STATEMENT:**

Under the general direction of the Supervisor II within the Division of Land Resource Protection (Division), the Supervisor I is responsible for overseeing the fiscal functions of the Division and will direct, organize, and supervise the Division’s fiscal staff. Duties include, but are not limited to:

**ESSENTIAL FUNCTIONS**

PERCENT	DESCRIPTION
<b>35%</b>	Provides financial coordination, oversight, and technical support to the Division in such areas as budgets, accounting, legislation, and contracts to ensure information and materials are accurate, up to date and deadlines are met. Acts as back up to the Bond Executive for the division. Prepares, maintains, and reconciles current year budget plans ensuring data is accurate and up to date, and assists in the planning and development of current year and budget year spending plans; works with the Program Support manager to resolve technical financial issues between budgets and accounting functions in the division, prepares and

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	maintains financial training materials for the division; assists the division with year-end financial reconciliation.
<b>25%</b>	Plans, directs, reviews workload for assigned finance team functions. Provides regular and timely written performance appraisals for staff. Counsels staff and initiate disciplinary actions as necessary. Hires, trains, develops, and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development, and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.
<b>20%</b>	Manages finance team support processes in the Division, including, but not limited to, reporting, invoicing, data management, technical assistance, grant agreement amendments and resolution of fiscal issues. Reviews and analyzes program statutes, rules, regulations, and policies.
<b>15%</b>	Consults with the Staff Services Manager II in the development, evaluation, and implementation of policies and procedures relating to the Division's fiscal processes. Provides backup to the Program Support Manager.

### **MARGINAL FUNCTIONS**

PERCENT	DESCRIPTION
<b>5%</b>	Performs administrative duties, including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; submits time sheets by the due date.

### **SUPERVISION RECEIVED:**

The Supervisor I reports directly to and receives the majority of assignments from the Supervisor II. Direction and assignments may also come from the Division Director and Assistant Division Director.

### **SUPERVISION EXERCISED:**

The Supervisor I directly supervises the following classifications: Analyst II

### **ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:**

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

### **PERSONAL CONTACTS:**

The Supervisor I has daily contact with Department and Division personnel, and routinely interacts with stakeholders, regulatory agencies, and federal, state, and local agencies, which includes public and professional contact. Contact may be made via written correspondence, telephone, or email regarding statutes, rules, regulations, and policies.

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### **ACTIONS AND CONSEQUENCES:**

The actions of the incumbent have a direct bearing on the success, integrity, and legality of the Division's programs. Inadequate performance and a lack of professionalism in communication with peers in the Department, partner agencies, or landowners may result in inefficient use of state resources and time and contribute to the loss of support for the Division's programs.

### **CONDUCT AND ATTENDANCE EXPECTATIONS:**

#### **ATTENDANCE:**

Maintain regular attendance according to your approved work schedule. Begin your work schedule on time. Leave work at your scheduled end time. Remain at work during working hours (excluding lunch and breaks). Take lunch and breaks that don't exceed the expected length.

#### **CONDUCT:**

You are expected to be courteous, thorough, and professional when interacting with State employees, peers, management, and the public. Emails should always be reviewed to ensure they are professional, appropriate, and without incendiary remarks.

### **OTHER INFORMATION**

Knowledge of: principles, practices, and trends of public and business administration, including management and supportive staff services, principles and practices of employee supervision, development, and training; 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; the department's affirmative action program objectives; a manager's role in the affirmative action program and the processes available to meet affirmative action 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 staff services program; establish and maintain project priorities; develop and effectively utilize all available resources; effectively contribute to the department's affirmative action objectives.

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and Procedures.

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### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

FREQUENCY	DESCRIPTION
<b>FREQUENTLY</b>	<ul style="list-style-type: none"><li>• Work indoors in an environmentally controlled high-rise building and/or via telework.</li><li>• Position at a desk during core office hours using a computer, keyboard, mouse, monitor, and printer under non-natural lighting for prolonged periods of time.</li><li>• Use of a telephone and/or with remote video-conferencing software such as Microsoft Teams.</li></ul>

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	<ul style="list-style-type: none"><li>• Attend in person or virtual meetings.</li><li>• Perform repetitive hand motion such as simple grasping, fine manipulation, pushing and pulling with right and left hands.</li></ul>
<b>OCCASIONALLY</b>	<ul style="list-style-type: none"><li>• Lift, carry, and transport up to 10 pounds.</li><li>• Operation of state-owned, personal, or rental vehicle.</li><li>• Attend off site staff meetings outside on minimally un-level surface.</li></ul>

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 your supervisor).

<b>Employee Printed Name</b>	<b>Employee Signature</b>	<b>Date</b>
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I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

<b>Supervisor Printed Name</b>	<b>Supervisor Signature</b>	<b>Date</b>
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