



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 economic sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	
UNIT	Administration Services	POSITION NUMBER	300-141-7500-003
CLASSIFICATION	CEA Level B, Chief, Administration Services		

SCOPE

Under the broad direction of the Deputy Director of Administration (CEA, Level C), the Chief, Administrative Services plans, organizes, and directs the **full** range of administrative services functions for the Department of Finance, and is responsible for planning, organizing, and directing the work of Human Resources, Business Services/Contract Management, Learning and Development, Public Records Act Administration and the unique responsibility managing a line budget assignment for Finance as control agency, along with the operating departmental budget.

The Chief participates within Finance's management structure as a high level technical and policy advisor and expert on broad administrative matters to the Deputy Director of Administration and the Chief Operating Officer; functions as the departmental Equal Employment Opportunity- Officer, Procurement and Contracting Officer, and Labor Relations Officer.

The incumbent is required to have an extensive knowledge of principles, practices and trends of public finance, governmental budgeting; program budgeting techniques; various laws, rules, policies and procedures in multi-disciplined staff services areas. This is a highly visible, sensitive position responsible for controversial administrative issues impacting departmental operations. The incumbent must exercise a high degree of initiative, independence of action, creativity and originality; demonstrate tact and exercise sound judgment that recognizes the best interests of the state and Finance; communicate effectively in order to exchange information and/or provide direction to staff and management, the public, and other entities; develop and maintain cooperative working relationships with departmental employees, all levels of departmental management, other state agencies, the Governor's Office, and the public; collaborate and partner with departmental stakeholders to accomplish and meet various administrative services projects and objectives; easily adapt to changing priorities; supervise, coach and develop a multi-disciplinary team; work under pressure to meet deadlines; effectively contribute to the Department's equal employment opportunity objectives In order to create and maintain a fair and equitable work environment; respond to emergency demands on short notice; operate a personal computer In order to perform daily managerial duties; and, maintain consistent, regular, predictable attendance. The specific essential functions are as follows:

ESSENTIAL FUNCTIONS

25%	Human Resources Through a subordinate supervisor, manages the activities of Finance's Human Resources Office, including the activities related to recruitment, examination, equal employment opportunity, selection, classification, payroll/benefits, employee performance management and discipline, reasonable accommodation, and workers' compensation programs; has final authority regarding Initiating, negotiating, and presenting to Finance management issues relating to the development and Implementation of human resources policies. Has settlement authority for various legal matters, including disciplinary actions and workers' compensation claims; and represents Finance at various administrative hearings.
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25%	Business Services/Contract Management Through a subordinate supervisor, ensures Finance's customer services and business services needs are met; manages the activities required to ensure the efficiency of Finance's business-related needs, which includes facilities planning, acquisition and management, health/safety and security, contract administration, records management, mail and messenger services, procurements and payments, employee parking, property, equipment and supplies management, and other support services matters. Has final authority regarding Initiating, negotiating, and presenting to upper Finance management issues related to this area.
25%	Learning and Development Unit and Talent Acquisition and Employee Experience Unit Through a subordinate supervisor, manages the operation of the Department's Learning and Development, Talent Acquisition and Employee Experience Programs, including the Finance Wellness program, department recruitment activities, department-wide mentoring and onboarding, workforce development and succession planning, and leadership and staff development; initiates, negotiates, and presents to management, issues and recommendations relating to employee development services policy; provides-guidance and counsel to management regarding employee development issues; ensures all employees complete mandatory training and possess the job knowledge and skill to meet departmental and legislative needs; provides recommendations for cost-effective employee development services by collaborating with departmental stakeholders and external entities; and recommends innovative training solutions to executive management to ensure the development of a premier workforce.
15%	Budget and Fiscal Services Through subordinate staff, manage the budget development, enactment, and administration for Finance for inclusion in the Governor's Budget; analyzes, reviews, and makes independent recommendations on sensitive budgetary and fiscal issues; implements and administers Finance's budget upon enactment; and directs the development of departmental expenditure and budget staff workload for annual statewide ProRata/SWCAP billable costs. Responsibilities include the unique situation of performing both the control agency line budget functions for adherence to the Administration's policy and control aspects of the statewide budget process, as well as the traditional departmental justification, implementation, and maintenance of an operating budget.
5%	Equal Employment Opportunity Program Serves as Finance's Equal Employment Opportunity (EEO) Officer and reports directly to and advises the Director of Finance on issues related to this assignment area. Through subordinate staff, manages the activities of the EEO Program in the review of departmental selection activities and for compliance with federal requirements, including Americans with Disabilities Act (ADA), SPB/DPA laws and rules, and Finance goals/timetables; administers the Department's discrimination, harassment, and retaliation complaint process; conducts all investigations (both formal and informal) and recommends appropriate action; directs the preparation of statistical reports; provides guidance to top management; and administers and manages Finance's Upward Mobility, Workplace Violence Prevention, and Employee Assistance Programs and Finance's Disabled Advisory Committee.

5%	Labor Relations/Administrative Services Serves as the departmental Labor Relations Officer and ensures the appropriate application of all terms and conditions of employment and employee/management rights; investigates and makes decisions regarding the disposition of grievances; negotiates settlement with employee representatives regarding disciplinary actions; through subordinate staff, directs the development and coordination of various administrative activities and systems including the determination, search, and Identification of information to be released as requested under the Public Records Act; oversees management of the Delegation of Authority System (i.e., Executive Staff Delegation Letters, Boards and Commissions Delegation Letters, Staff Change Letters and GS-111s); formulates administrative policies and procedures and monitors revisions to the Administrative Policy Manual; oversees the administration of the Department's Conflict of Interest Code; and performs a broad range of ad- hoc special administrative projects.
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KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess the following knowledge:

- 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
- Personnel management techniques
- The department's or agency's equal employment opportunity objectives
- A manager's role in the equal employment opportunity program

The incumbent is required to possess the following skills and abilities:

- 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 Legislative and Executive Branches.
- Analyze complex problems and recommend effective courses of action.
- Prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

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 that I will follow Finance's hybrid telework policy, and under certain circumstances, I may be required to physically come into the office more than the required in-office days at any time within a reasonable notice.

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			
SUPERVISOR SIGNATURE		DATE	
PROGRAM BUDGET MANAGER (PBM) NAME			
PBM SIGNATURE		DATE	