



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		POSITION NUMBER	300-520-7500-033
CLASSIFICATION	Assistant Program Budget Manager, CEA Level B		

SCOPE

Under the general policy guidance of the Program Budget Manager (PBM), this position exercises very independent policy influencing and decision-making authority over the assignment area, in particular, and on behalf of the PBM in his/her absence.

The incumbent is required to have a very extensive knowledge of principles, practices and trends of public finance, governmental budgeting and accounting; program budgeting techniques; exercise a high degree of initiative, independence of action, creativity and originality; demonstrate tact and good independent judgment; communicate effectively; develop and maintain effective and cooperative working relationships; supervise a team of employees; work under pressure to meet deadlines; and maintain consistent, predictable attendance in the performance of these specific functions:

This position acts as an Assistant Program Budget Manager in the assigned budget area/unit.

ESSENTIAL FUNCTIONS

35%	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.
25%	Represents and negotiates for the Department of Finance and the Administration and within assignment area.
10%	Participates at the Agency level in the development of the Governor's legislative program in matters involving major fiscal policy;
10%	Reviews legislation with fiscal or programmatic impact in assignment area.
10%	Testifies before legislative committees.
10%	Informs staff of changes in the Administration's goals, policies, and positions.

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, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

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	