

DUTY STATEMENT



☐ CURRENT
☒ PROPOSED

CIVIL SERVICE CLASSIFICATION Career Executive Assignment, Level B		WORKING TITLE Chief Fiscal Officer		
PROGRAM NAME Office of Fiscal Services			UNIT NAME Office of Fiscal Services	
ASSIGNED SPECIFIC LOCATION Sacramento			POSITION NUMBER 400 – 120-7500-017	
BARGAINING UNIT M01	WORK WEEK GROUP E	BILINGUAL POSITION No	CONFLICT OF INTEREST FILER Yes	BACKGROUND CHECK No

General Statement

Under the general direction of the Chief Operating Officer, Career Executive Assignment, Level C (CEA C), at the Department of Industrial Relations (DIR), the Chief Fiscal Officer (CFO) provides leadership and policy direction on all fiscal matters. The incumbent oversees all aspects of budget administration, including budget development, budget administration, and legislative and regulatory analysis. The incumbent also oversees the full scope of accounting activities, including accounts payable, accounts receivables, FI\$Cal administration, cashiering, collections, general ledger, and financial reporting. The incumbent represents and advises the directorate, DIR divisions, and offices on fiscal operations and represents and advocates on behalf of DIR to control agencies and the Legislature.

Candidates must be able to perform the following essential functions with or without reasonable accommodations.

Percentage of Time Spent	Duties <u>Essential Job Functions</u>
20%	Maintains oversight and policy responsibility for all fiscal operations of the Department. Formulates and implements fiscal policies and procedures in support of the DIR mission, vision, core values, and goals. Provides leadership and strategic direction to staff performing budget, accounting and financial reporting functions. Interprets and enforces applicable state and federal laws, rules, and regulations to ensure the integrity and accountability of the Department's fiscal operations. Develops systems and procedures to effectively collect all monies due to the DIR based on citations issued by the various divisions; works closely with the Occupational Safety and Health Appeals Board (OSHAB) to develop systems and procedures to account for monies when citations are paid, and to establish a process to capture information when citations are dismissed and/or reduced through the appeals process with OSHAB. Develop close working relationships with stakeholders, e.g., the Franchise Tax Board, Contractors State Licensing Board, private collection agencies on issues of mutual concern. Establish data systems that will allow the Department to determine the status of collections, how much is owed the Department, how much is outstanding, when these monies came into the Department, and when they were delivered to the State Treasurer.
20%	Manages all aspects of DIR's fiscal operations. Formulates, administers, and evaluates policies and long-range planning as it pertains to DIR financial matters. Reviews and approves all Budget Change Proposals (BCPs) for the Department; counsels the director on prioritizing these BCPs, recommends BCPs for review and approval to the Labor and Workforce Development Agency and the Department of Finance; and successfully represents the Department's positions in obtaining approval of these BCPs

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	with these agencies, and with the State Legislature.
20%	Interprets and applies Budget Act control language. Works with the director and the chief deputy director in developing financial plans that are mandated when the Governor's Office and/or the Department of Finance require a fiscal plan based on reduced budget funding; develops and assesses various proposals on how the Department can operate on less funding, while still maintaining an adequate level of service to the public; prioritizes the proposals submitted by the divisions and boards of the Department, and makes recommendations to the Director on the most appropriate plan of action.
15%	Plans, organizes, directs, and reviews the work performed by staff. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, 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. Establishes performance expectations for all staff and evaluates performance. Develops staff work plans, monitors and evaluates progress, and ensures key milestones are met and on schedule. Develops office goals, strategic and operational plans, and objectives to meet organizational objectives. Organizes, and evaluates the quality and quantity of work and makes changes to ensure a productive work environment. Monitors potential workload bottlenecks and recommends appropriate courses of action.
10%	Represents the Department in discussions with the State Controllers' Office, the Department of Finance, and members of the State Legislature on all fiscal matters; develops plans to respond to all audit exceptions; explains to the control agencies how processes and procedures implemented by the Department will meet the spirit of audit findings to achieve financial accountability of all monies passing through the Department.
10%	Ensures the year-end closing process is completed in accordance with established procedures and on time; reviews year-end financial statements for accuracy; ensures prompt payment to vendors and employees; institutes controls to ensure appropriate expenditure of state funds and allotments are within the annual appropriations; ensures prompt collection of payment from third parties; ensures all accounting policies and procedures comply with State Controller's Office, Department of Finance and federal guidelines; and monitors the timely posting of all revenues and their deposit into the correct funds.
Percentage of Time Spent	Marginal Job Functions
5%	Performs other related duties as assigned including, but not limited to: serves on committees, special work teams, and task forces to assist the Department in meeting its mission. Submits timesheets by the due date. Meets with stakeholders across the state.

Conduct, Attendance, and Performance Expectations

This position requires the incumbent to serve as a member of the executive management team, maintain consistent and regular attendance; be regularly available and willing to work the hours the Department determines are necessary or desirable to meet its business needs; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures. Travel is required.

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The incumbent must handle sensitive and confidential materials and matters in a professional manner and establish cooperative working relationships with internal and external parties. The incumbent has frequent contact with all levels of DIR employees and other state agencies and meet with stakeholders. The incumbent must demonstrate the ability to research, interpret, and apply laws, rules, bargaining unit contracts, practices, and principles governing the State's personnel management practices and analyze complex data and provide recommendations and/or feedback to all levels of staff both within and outside state civil service. The incumbent must exercise the ability to reason logically and analyze data in order to reach accurate and defensible conclusions and complete assigned work and review for accuracy.

Supervision Received

The incumbent reports directly to the CEA C, but may receive assignments from the Chief Deputy Director or Director.

Supervision Exercised

The incumbent directly supervises a Manager II and a Accounting Administrator III. The incumbent provides general oversight to the managers, supervisors, officers, specialists, analysts, and associates in these respective divisions.

Work Environment, Special Requirements/Other Information, Physical Abilities, Additional Requirements/Expectations, and Personal Contacts

Work Environment

The incumbent works in a hybrid telework setting, in-office days will be within a mixed cubicle and office environment with both natural and artificial light, and temperature control. The incumbent is required to work extensively on the computer as necessary for email communication, research, drafting policy and procedure documents, and other purposes. Some travel will be required.

Special Requirements/Other Information

The incumbent must demonstrate the ability to establish and maintain cooperative working relationships with staff at all levels both within and outside of DIR to complete work assignments and implement policy and procedures. The incumbent must independently make decisions and perform actions having broad implications on varied aspects of DIR's internal as well as public-facing operations, policies, and programs. Finally, the incumbent must use the internet, email, desktop applications and presentation software to complete assignments. Confidentiality must be maintained at all times.

Physical Abilities

The position requires being in a stationary position for long periods of time, and to move and transport office items in a safe manner. The incumbent must demonstrate the ability to use a computer, telephone, and other office equipment such as copiers and scanners is necessary. The incumbent will be required to travel occasionally within the local area and within the state by car or plane as appropriate.

Additional Requirements/Expectations

The incumbent must handle sensitive and confidential materials and matters in a professional manner and establish cooperative working relationships with others. The incumbent must also demonstrate the ability to research, interpret, and apply laws, rules, and principles governing all DIR program areas; analyze complex data and provide recommendations and/or feedback to all levels of staff both within and outside state civil services. The incumbent must exercise the ability to reason logically and analyze data to reach accurate and defensible conclusions and complete assigned work and review for accuracy. The incumbent should be skilled in workgroup and meeting facilitation, possess excellent interpersonal and communication skills and have effective project management skills. The incumbent maintains familiarity with: DIR organizational structure; decision-making authority, legal authority and processes of all DIR divisions, boards, commissions, and units; as well as Agency organizational structure, decision-making authority, and processes.

Personal Contacts

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The incumbent has daily and regular contact with staff at all levels within the Department, as well as frequent contact with external stakeholders, executive leadership and staff representatives of the Labor and Workforce Development Agency, the Legislature, the Office of the Governor, various control agencies, and others in the normal course of work.

Employee Acknowledgment

I have read and understand the duties listed above and certify that I possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform these assigned duties as described above with or without reasonable accommodation. If you believe a reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Medical Management Unit in the Human Resources Office.

Employee Name

Employee Signature

Employee Sign Date

Supervisor Acknowledgment

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 with the employee and provided the employee with a copy of this duty statement.

Supervisor Name

Supervisor Signature

Supervisor Sign Date

HUMAN RESOURCES OFFICE APPROVAL

C&S Analyst Initials

Approval Date