



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	Fiscal Systems and Consulting Unit (FSCU)	POSITION NUMBER	300-695-7500-002
CLASSIFICATION	Assistant Chief of Fiscal Systems and Consulting Unit (FSCU), CEA Level A		

SCOPE

Under the general guidance of the Chief of FSCU (CEA B), this position exercises independent decision-making authority over the assignment area and on behalf of the Chief of FSCU in his/her absence. The Assistant Chief over FSCU (CEA A) oversees and supports up to four Supervising Administrative Analysts (Accounting Systems). The Assistant Chief handles all Partner Business Executive and Partner Advisory Group responsibilities and interactions with the Department of FISCAL regarding accounting functionality and the state's legacy Book of Record conversion to FI\$Cal. Serves as a Book of Record Financial Migration project Leadership member. The Assistant Chief also oversees Finance staff, who provide subject matter expertise to the Department of FISCAL and assist staff in other state departments in increasing their knowledge of the FI\$Cal system. This position is responsible for supervising staff to maintain and update various statewide fiscal manuals that provide uniform and consistent coding structure, fiscal policies, and procedures for all state departments; providing fiscal and accounting consultation and advice to departments; providing assistance to departments in solving accounting problems of varying levels of complexity or difficulty; making recommendations regarding certain departmental requests that require FSCU approval; providing training to departmental fiscal personnel; analyzing proposed changes to generally accepted accounting principles (GAAP) by the Governmental Accounting Standards Board (GASB), and implementing new GASB standards; administering statewide cost allocation and reviewing indirect cost rate proposals and other state/federal programs administered by FSCU.

The incumbent is required to have an extensive knowledge of accounting systems and financial organizations; exercise a high degree of initiative, independence of action and originality; lead by exhibiting and applying Finance's core values; demonstrate tact and exercise sound judgment that recognizes the best interests of the state and Department of Finance; communicate effectively; develop and maintain effective and cooperative working relationships; easily adapt to changing priorities; supervise a team of employees; plan and project workload and allocate staff resources to meet work demands; and maintain regular, consistent and predictable attendance in the performance of the specific duties.

ESSENTIAL FUNCTIONS

40%	Serves as Partner Business Executive, Partner Advisory Group member, and the Book of Record Migration Functionality project's Leadership member on all accounting matters for Finance. Provide critical fiscal policy consultation to the Department of FISCAL, and representatives from partner control agencies for ongoing design, development, and implementation. Act as a liaison between Finance, other state agencies, and national associations to review, interpret, and summarize federal requirements and policies, support statewide and federal reporting and consult on developing changes to FI\$Cal. Guide, train, support, and communicate statewide policies and FI\$Cal procedures to over 150 departments using FI\$Cal and deferred departments
40%	Develops statewide policies related to the enhancement of FI\$Cal and other financial systems. Analyze and initiate policy and/or statutory changes necessary for the state's accounting Book of Record transition to FI\$Cal and statewide changes to monthly and annual reporting requirements. Responds to legislative inquiries and provides testimony in legislative hearings. Provides fiscal consulting services and training to departments and Finance staff to help ensure that the state's assets are protected and accurate, and timely financial information is maintained.

10%	Assist the Chief in promoting and advancing the vision of a premier accounting consulting entity, including but not limited to establishing a forum to exchange ideas, address common interests and concerns, and review non-routine updates, as needed.
10%	Provide fiscal and accounting related consultation and advice to management and Finance budget staff regarding Budget Change Proposals, bill analyses, and other issues that arise; provide fiscal and accounting related consultation and advice to others outside of Finance. Perform other duties as required.

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	