

DUTY STATEMENT

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DUTY STATEMENT

Employee Name: Vacant	Current Date:
Classification: Manager II	Position #:812-010-4802-002
Division/Office: Office of the Secretary	CBID:
Section: Fiscal and Admin Programs	
Supervisor Name: Brandy Hunt	Supervisor Classification: CEA B

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- ☒ Designated under Conflict of Interest Code
- ☐ Duties performed may require pre-employment physical.
- ☐ Duties performed may require drug testing.
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Requires the utilization of a 32-pound self-contained breathing apparatus.
- ☐ Operates heavy motorized vehicles.
- ☐ Requires repetitive movement of heavy objects.
- ☐ Works at elevated heights or near fast moving machinery or traffic.
- ☐ Performs other duties requiring high physical demand. (Explain below):
- ☐ Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

☐ None	☐ Lead Person
☒ Supervisor	☐ Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises:

1 – Accounting Administrator I
1 – Supervisor I

Total number of positions in Section/Branch/Office for which this position is responsible:
2

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS:

MISSION OF SECTION:

The mission of the California Environmental Protection Agency (CalEPA) is to restore, protect and enhance the environment and to ensure public health, environmental quality and economic vitality.

The mission of the Fiscal and Administrative Programs Unit is to ensure the effective and efficient allocation and use of resources for environmental regulatory programs. The Unit provides comprehensive and strategic leadership in Human Resources, Business Services, Budgets, Accounting and Information Technology throughout the Agency. The Unit also directly administers the Office of the Secretary's budget and administrative operations. CalEPA's Fiscal and Administrative Programs Unit carries out their duties with a commitment to delivering high-quality, efficient, and compliant administrative functions that support CalEPA and its Boards, Departments, and Offices (BDOs). The Unit ensures fiscal integrity, operational excellence, and adherence to all statewide policies and statutory requirements, while fostering a fair, equitable, and productive work environment.

CONCEPT OF POSITION:

Under the general direction of the Deputy Secretary Fiscal Policy and Administration (Deputy Secretary), the Assistant Deputy Secretary for Fiscal Services is responsible for the strategic planning, policy development, direction, and oversight of the department's fiscal operations, including accounting, budget, acquisitions and grants. The incumbent ensures fiscal integrity, accountability, compliance, and operational effectiveness in support of the department's mission and statewide priorities. This position provides high-level consultation to executive leadership on fiscal matters, resource management, risk mitigation, and internal controls.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Provides policy direction for the department's fiscal services program. Establishes strategic priorities, goals, and performance

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	expectations for accounting, budget, and acquisitions functions. Advises the Deputy Secretary and executive leadership on fiscal impacts of policy, legislation, organizational initiatives, and operational decisions. Ensures fiscal services operations align with departmental objectives and statewide priorities.
25% - E	Directs the department's accounting and financial management activities to ensure accurate reporting, sound fiscal controls, proper fund management, and compliance with applicable laws, regulations, and statewide policies. Oversees financial reporting, reconciliations, year-end activities, audits, corrective action plans, and internal control frameworks. Ensures stewardship of public funds and promotes transparency and accountability.
15% - E	Leads the development, implementation, monitoring, and control of the department's budget. Oversees budget formulation, fiscal forecasting, expenditure monitoring, budget change proposals, and fiscal analyses for executive decision-making. Evaluates the fiscal impact of legislation, program changes, and strategic initiatives. Represents the department in budget-related discussions with control agencies and other stakeholders.
10% - E	Provides oversight of the department's acquisitions and procurement program, including purchasing, contracting, and related fiscal business processes. Ensures procurement activities are conducted in accordance with state laws, regulations, policies, and ethical standards. Promotes effective contract administration, procurement planning, competition, and risk management. Reviews and resolves high-risk, sensitive, or complex procurement issues.
10% - E	Leads and develops management staff within Fiscal Services and fosters a culture of accountability, collaboration, innovation, and continuous improvement. Builds and maintains effective working relationships with internal program leadership, control agencies, oversight entities, vendors, and other stakeholders. Represents the department in executive-level meetings, negotiations, audits, and fiscal reviews.
5% - M	Attend professional development courses as required. Represents the Deputy Secretary as needed.