

DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT
PO-199 (Revised 12/24)

☐ CURRENT ☐ PROPOSED

POSITION INFORMATION	
NAME	MCR 2
CLASSIFICATION Supervisor I	POSITION NUMBER 538-405-4800-001
WORKING TITLE Budget Manager	DIVISION/UNIT Administration/Budget Office
EFFECTIVE DATE	LOCATION Sacramento
BARGAINING UNIT S01	CONFLICT OF INTEREST DESIGNATION 2

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☒ SUPERVISORY	☐ SPECIALIST	☐ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the department's mission and vision.

GENERAL STATEMENT:

Under the direction of the Budget Officer, the Supervisor I is a working manager responsible for the planning, developing, coordination, and supervising of budget-related activities for the California Department of Conservation. The incumbent oversees staff in budget development; accurately tracks and monitors program expenditures; tracks and reconciles provisional funding/expenditures for accurate reporting to control agencies; assists program and staff in the complex preparation and completion of funding requests.

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	Has Lead budgetary responsibility for the preparation, maintenance and monitoring of the Department's budget. Oversees staff assigned to coordinate preparation of budget documents. Responsible for the annual preparation and submittal of the Department's baseline budget with all appropriate support schedules and audit trails. Reviews, analyzes, makes recommendations regarding program budget proposals, and other related fiscal

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	documents in order to ensure the most effective economical utilization of personnel and services to meet program objectives.
20%	Plans and assigns workload, reviews work and provides feedback to ensure accurate and timely completion of staff work. Provides training to budget analysts and other departmental employees for the preparation of their program's budget. Directs and coordinates budget staff in the development and preparation of funding requests, including Budget Change Proposals, Spring Finance Letters, and other Department of Finance drills. Analyzes requests for funding increases and requests for transfer of funds, conducts training sessions of budgeting for line managers and program supervisors in their assigned areas of responsibility. Oversees and assists program managers in monitoring, interpreting, and maintaining their current budgets. Consults with individual managers to resolve problems arising from program changes. Reviews and has approval authority for documents requiring Budget Officer approval.
20%	Prepares correspondence and has frequent, on-going contact with the Department of Finance and other departments and control agencies. Assists line personnel in the proper submission of all types of budget requests, reports, and schedules for the Secretary of Resources, Director, Department of Finance, etc. Has personal responsibility for budget analysis with in assigned programs and oversees and reviews other analysts for the same. Prepares annual budget hearing materials for the Legislature and responds to Legislative Analyst recommendations.
10%	Advises Budget Officer of fiscal, programmatic, and organizational needs and problems as they become apparent, analyzing administrative solutions, discussing them with management, and ensuring that selected administrative actions are appropriately implemented. Conducts or oversees sensitive administrative studies (i.e. special review and policy sensitive assignments) for the department, Resources Agency, or Governor.
10%	Plans, organizes, directs and provides managerial review of the work performed by staff in the Budget Office. 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.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Performs administrative duties including, but not limited to: adheres to Department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Daily Log system; and submits timesheets by the due date. Attend Program Manager and informational meetings to ensure the Budget Office is aware of program changes and needs. Serve on interview panels as needed for program staff recruitment. May act as backup to the SSM II in their absence.

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SUPERVISION RECEIVED:

The Supervisor I reports directly and receives the majority of assignments from the Manager I; however, direction and assignments may also come from Deputy Assistant Director or the Division Director of Administration.

SUPERVISION EXERCISED:

The Supervisor I supervises a team of analysts.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

PERSONAL CONTACTS:

The Supervisor I will interact with all Divisions and all units/offices within the Division of Administration in the DOC. Some of the information the incumbent will encounter includes confidential and sensitive information, such as salary data and BCP working papers.

ACTIONS AND CONSEQUENCES:

The actions of the incumbent have a direct bearing on the Department's Budget Act appropriations and authorized positions. If these functions are not adequately performed consequences may include, but are not limited to:

- The Department not meeting its statutory, regulatory, and administrative requirements.
- Programs not having the needed resources.
- The potential for the Department to exceed its appropriations or face severe reductions.

CONDUCT AND ATTENDANCE EXPECTATIONS:

This position may be eligible for hybrid telework based on the Department of Conservation's Telework Policy, district needs, and job performance. Staff must adhere to state information security policies, remain available via phone, email, and instant message during telework hours, and promptly report any damaged or lost equipment to their supervisor. Professionalism, fairness, honesty, and respect are expected in all interactions with state employees, peers, management, and the public. Regular attendance during approved telework or in-office schedules is required, and remote work outside approved hours requires pre-approval. Commute time is not considered work time.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Work in a high-rise building. • Must be able to sit at a desk or in front of a computer screen, moving about the office and standing or sitting during meetings. • Proficient in Microsoft Office programs, Excel, Word, and Outlook. • Bending stooping to retrieve and replace files and records.

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OCCASIONALLY

- Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required.
- Lifting and carrying up to 20 pounds.

OTHER INFORMATION

Knowledge of: Principles, practices, and trends of public and business administration, including management and supportive staff serves such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.

Ability to: Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's affirmative action objectives.

Special Personal Requirements:

Demonstrated ability to act independently, open-mindedness, flexibility, and tact.

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 your supervisor).

Employee Printed Name

Employee Signature

Date

I have discussed the duties of this position with and provided a copy of this duty statement to the employee named above.

Supervisor Printed Name

Supervisor Signature

Date