



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 fiscal sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	
UNIT	Office of State Audits and Evaluations	POSITION NUMBER	300-775-5429-XXX
CLASSIFICATION	Manager, Financial and Performance Evaluator		
POSITION SUMMARY			
This is the managerial level in the series. Positions at this level manage a large staff, typically through subordinate supervisors. Incumbents, under general direction, plan, organize, coordinate, and direct multiple projects; and coordinate with departmental staff, various state, local, and federal agencies, department directors, and major policy stakeholders. Incumbents ensure the consistent application of appropriate auditing standards and internal policies and procedures.			
ESSENTIAL FUNCTIONS			
40%	While maintaining proficiency of all Financial and Performance Evaluator (FPE) I, II, III, and Supervisor knowledge, skills, and abilities, manage a large professional staff, typically through subordinate supervisors, by providing technical direction, supervision, and leadership. This includes the following: • Develop annual production and assignment plans to meet operational needs and periodically assess and revise the plans as needed. • Plan, organize, coordinate, direct, and monitor multiple projects with other Finance staff, various local, state, and federal officials, major policy groups, clients, and auditees in support of Finance's core values, goals, mission, and strategic plan.		
20%	Ensure quality control of projects by attending team meetings and reviewing work products, reports, and correspondence. Consistently apply appropriate standards, policies, procedures, laws, rules, and regulations.		
15%	Communicate the availability and value of OSAE services; effectively, efficiently, accurately, and timely develop, implement, direct, and complete delegated assignments; and effectively foster new client relationships. Monitor assignments and manage reimbursements to balance resources against established goals and priorities.		
10%	Effectively evaluate, monitor, and provide constructive and timely feedback on employee performance. Implement OSAE's and Finance's core values, goals, and mission as required.		
5%	Manage or participate in specific administrative and professional development functions, such as quality control, training, recruitment, and professional committees and organizations to maintain proficiency in current industry trends and knowledge. Serve as the technical advisor for OSAE quality control and specialty committees.		
5%	Evaluate fiscal, program, and policy proposals and provide recommendations to key stakeholders.		
MARGINAL FUNCTIONS			
5%	Perform other non-essential operational and administrative related tasks as assigned.		

SPECIAL REQUIREMENTS

Working Conditions/Physical Demands:

- Travel to worksites away from the Office of State Audits and Evaluations' (OSAE) office, which may require multiple/consecutive day trips or overnight stays on a continuous basis.
- Maintain regular and acceptable attendance levels.
- Extended hours during peak times.
- Be available and willing to work the hours OSAE determines are necessary to meet its operational needs.
- Lift and carry luggage, files, documentation, and portable laptop computer equipment.

KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess all the FPE I, II, III, and Supervisor knowledge, in addition to the following:

- Fiscal structure and practices of federal, state, and local government, and nonprofit entities to effectively carry out the department's goals, mission, and strategic plan.
- Principles, practices, and emerging issues of auditing, evaluating, and consulting public administration, organization, and management in order to maintain and improve the organization.
- Techniques of organizing and motivating groups to promote staff morale and improve working environment.
- Principles and practices of personnel management to effectively solve problems to maintain the operation.
- A manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
- Project management techniques in order to effectively manage projects to successful conclusion.
- Principles of effective verbal, written, and group communication to accurately and effectively convey job-related information.

The incumbent is required to possess all the FPE I, II, III and Supervisor skills and abilities, in addition to the ability to:

- Plan, organize, and direct the work of professional and technical staff engaged in a variety of complex assignments.
- Appear and make presentations before legislative and other groups.
- Develop and foster cooperative working relationships with representatives of all levels of government, the public, clients, and auditees.
- Review, edit, and defend work products.
- Identify the need for and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
- Effectively communicate the availability and value of OSAE services and develop projects.
- Effectively prepare and monitor engagements and manage reimbursements.
- Actively manage/participate in specific administrative and professional development functions, such as Quality Control, Training, Recruitment, and other office committees (e.g. CASA, IIA, AGA, and Board of Accountancy).
- Communicate OSAE's and Finance's core values, goals, and mission.
- Develop annual production and assignment plans.
- Resolve interpersonal conflicts with staff, auditees, and clients.

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.)

EMPLOYEE SIGNATURE**DATE**

I certify this duty statement represents current and an accurate description of the essential functions of this position. I have discussed the duties of this position with 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**