State Compensation Insurance Fund
Duty Statement

Position Information

Employee Name:

Position Title:
Director of Finance Excellence

Program:
Financial Planning & Analysis

Work Unit:
Finance

Classification:
Program Manager I

Report To:
Chief Financial Officer

Collective Bargaining Identifier (CBID):
M01

Fair Labor Standards Act (FLSA) Status:
Not Covered, Exempt. Work Week Group E

Special Requirements

Conflict of Interest Designation: Yes
This position is designated under the State Fund Conflict of Interest Code. The position is responsible for making or participating in the making of governmental decisions that may have a material effect on personal financial interests. The selected candidate is required to complete the Statement of Economic Interest—Form 700 within 30 days of appointment and once per year thereafter.

Program Information:

In addition to assisting business leaders throughout State Fund with all budgeting related matters, the Financial Planning & Analysis is also consistently looked upon to provide analytical perspectives to important strategic decisions. Our mandate is to develop, implement and manage the budgeting and planning processes that support State Fund's needs. This includes developing financial budgets, forecasts and analyses as well as generating internal management reports and key performance indicators.

Purpose/Scope:

Under administrative direction from the CFO, the Program Manager I will lead the Finance Team in supporting the CFO with strategic planning and staffing analysis, designing training programs and operational roadmaps, and ensuring efficient program management. This role will oversee recruitment, development, and performance evaluation, while maintaining business continuity and providing effective oversight of finance projects.

While reporting directly to the CFO, the Program Manager I may also receive direction from the Program Manager II (Vice President of Financial Planning and Analysis.) In this capacity, the Program Manager I collaborates with senior executives to resolve complex issues, influence business decisions, and drive innovation in finance operations.

Essential and Marginal Functions:

In all aspects of performing the following functions the incumbent will:

- Comply with the Code of Conduct
- Maintain regular and predictable attendance and communication availability during working hours
- Establish and maintain effective working relationships and provide quality customer service in a timely manner.
- Follow State Fund's Equal Employment Opportunity principles
- Maintain a safe work environment
- Defend State Fund against fraudulent activities
- Maintain good customer relationships with internal and external business partners and stakeholders
- Properly maintain assigned equipment

This duty statement outlines the primary responsibilities and expected outcomes of the position. It is not intended to provide an exhaustive list of all job duties. Employees may be required to perform additional tasks as assigned, including work in other functional areas.

Description of Duties

30% Essential

1. **Partner with senior-level executives to initiate solutions or new approaches to address opportunity trends or significant issues. Create formal networks with key decision makers and influence business decisions and future direction.**
    a. Collaborate with other business units to integrate different ideas and perspectives and lead or participate in strategic business planning and enterprise initiatives.
    b. Create and propose strategies that balance the short-term requirements with long-range strategic business plans.
    c. Initiate solutions or new approaches that consider the consequences or impacts of decisions or actions proposed on the larger organization scope.
    d. Create formal networks with key decision makers and influence senior leadership in the prioritization of functional resource distribution across areas of responsibility in the context of enterprise objectives.
    e. Lead and monitor progress of complex large scale Finance research projects and conduct final project evaluation.

30% Essential

2. **Under administrative direction from CFO, Director lead the team in assisting CFO in strategic planning, analysis & interpretation related to current and future staffing needs and design a road map and a training curriculum for Finance Team and evaluate processes and workflows. Director will also demonstrate leadership and execute any Change Management necessary during the implementation process.**
    a. Manage this program by recruiting and developing employees, evaluating the performance and output of the program and continuously monitoring to ensure the whole finance team operates efficiently and is accomplishing program objectives.
    b. Carry out management as well as supportive services such as budget, personnel, and program planning and evaluation, to ensure business continuity in the finance team and effective oversight over Finance projects and team members production.
    c. Lead the team to develop resolution to critical issues and broad design matters of the highest degree of complexity.
    d. Planning and Developing
        i. Provide leadership and direction in the development of program objectives and measurements based on the corporate mission, objectives, values, policies, and procedures

    ii. Collaborate with the management team, the Executive Committee and other finance program managers as needed to plan, formulate and administer finance programs, policies, procedures, and systems within the program's area of responsibility
    iii. Provide input to non-discretionary budget accounts; request discretionary budget items and amounts for approval by the Executive Committee
  e. Implementing
    i. Evaluate and implement policies, procedures, and recommendations from a variety of finance programs and corporate committees/task forces in compliance with legislative, regulatory and industry requirements and corporate objectives
    ii. Effectively and efficiently use available resources (budgeted funds, personnel, materials, facilities, technology/systems, time)
    iii. Plan and organize workloads and staff assignments; hire, train, motivate and evaluate staff; review progress and direct changes as needed
  f. Evaluating
    i. Oversee/monitor the measurement and effectiveness of a program's performance according to program objective.
      - Ensure that the program operates within budget. Monitor expenditures to ensure sound fiscal control
      - Measure and ensure effective and efficient use of budgeted funds, personnel, materials, facilities, technology/systems, and time
    ii. Review records/reports and meet with the management team to assess program progress toward objectives
    iii. Confer with Executive Committee to review and recommend changes to improve program effectiveness
  g. Implement Talent Management strategies
    i. Employee Development –
      - Ensure that staff develops and maintains the level of expertise required to achieve program objectives
      - Ensure that staff training needs are met according to corporate and budget parameters
      - Promote and monitor staff professional and leadership development and "finance literacy" through developmental activities and resources documented in the Individual Development Plan that include but are not limited to
        - Functional cross-training
        - Assignment to corporate and program (team) projects
        - Participation in classes, seminars, and professional organizations, as appropriate
        - Participation in mentoring opportunities

15% Essential

3. **Direct and conduct highly complex financial and operational analysis by independently reaching out across work groups and divisions to find subject matter experts (SMEs) and important stakeholders to complete the work and to achieve alignment and resolution.**
  a. Maintain functional and organizational astuteness to identify, develop, and maintain the resources, networks and alliances in order to integrate and collaborate with a variety of perspectives, SMEs and stakeholders
  b. Use strategic insights regarding current industry trends to influence future direction of the company
  c. Advise teams, functions and leaders on current trends in accounting principles and practices, standards, regulations and relevant laws and their potential impact on current or future policies at the company

15% Essential

4. **Lead the Research Division/Unit team in developing financial projections, analysis & interpretation related to current and future periods. The Director has responsibility for all strategic, tactical, operational, financial, human, and technical resource program level responsibilities associated with the assigned functional areas and will work with the Vice President to ensure that their polices and strategic business objectives are aligned to support the organizations mission and enterprise goals.**
   a. Drive the process within assigned functions to develop regional, program and/or functional plans and forecasts
   b. Determine and monitor key performance metrics to drive continuous improvement efforts in all areas and provide regular updates to senior leadership to ensure prompt attention to areas of concern
   c. Provide information and counsel in the areas of controls/risk management, pricing, cost, financial strategies, return on investment decisions, and the development of overall business plans and strategies

10% Essential

5. **Build and maintain effective relationships with outside vendors as well as industry experts. May serve as external spokesperson for the organization on Finance related matters.**
   a. Facilitates discussions that promotes identification and resolution of issues, sharing of views, and collaboration
   b. Proactively shares information with relevant parties
   c. Acts as an ambassador for Finance.

100%

Required Knowledge Areas:

- Proficient knowledge of finance, business performance management, and financial planning & analysis
- Proficient knowledge of planning systems, coasting and external benchmarking
- General knowledge of property-casualty insurance industry
- Advanced knowledge of the State Fund organization, Regional Office and Corporate functions, and business policies and practices
- Proficient knowledge of project management principles
- Advanced knowledge of financial modeling/reporting and financial reference tools
- Working knowledge of workers' compensation insurance rules and regulations
- Proficient knowledge of principles, practices, and techniques of personnel management and supervision to provide direction and oversee the work activities of the Research Division staff
- Proficient knowledge of financial data analysis methods and techniques including gathering and collection of structured and unstructured data, as well as general principles, concepts and terminology used in research.
- Advanced knowledge of a Manager’s responsibility in promoting Equal Employment Opportunity in hiring, employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment
- Proficient knowledge of time management techniques to oversee efficient prioritization and completion of tasks and projects by the Research Division staff.
- Working knowledge of team-building and team-leading skills
- Working knowledge of time management techniques to oversee efficient prioritization and completion of work unit tasks for staff and self

Required Skills and Abilities:

- Skill to think strategically and analyze situations with urgency and a bias for action.
- Ability to make proactive, results-oriented, and timely decisions.
- Ability to resolve sensitive issues and problems
- Skill to build relationships, demonstrate teamwork, and collaborate effectively with colleagues to achieve business goals.
- Ability to communicate effectively, actively engage, and interact with a wide variety of employees, senior leaders, and external vendors to drive change and solve problems.
- Ability to achieve results according to objectives.
- Ability to effectively work with and relate with other people.
- Ability to effectively challenge, persuade and influence senior leaders
- Ability to manage multiple projects and tasks
- Ability to handle high pressure situations while being firm but tactful.
- Ability to research and analyze information and interpret laws/regulations, policies, and procedures to proactively make and implement recommendations and decisions
- Ability to analyze workflow issues and allocate/delegate work to staff

Work Environment:

Physical Requirements:

- Incumbent works in the usual office environment.
- Computer data entry, frequent positioning of self to move and transport light objects, and telephone work; mobility to various working areas.

Travel:

- Frequent business travel.
- Travel may include, but not be limited to, plane, bus, van, taxi, or car.

Emergency call backs:

- Emergency call backs may be needed.

Work Hours:

- Work hours may vary.

Supervisor's Statement: **I have discussed the duties of the position with the employee**

Supervisor Name (Print):	Supervisor Signature:	Date:

Employee's Statement: **I have discussed with my supervisor the duties of the position and have received a copy**

Employee Name (Print):	Employee Signature:	Date: