OPERATIONS
FINANCIAL MANAGEMENT DIVISION
FISCAL FORECASTING BRANCH
BUDGET SECTION
HEADQUARTERS AND TECHNICAL BUDGET UNIT

DUTY STATEMENT

JOB TITLE: Supervisor I **POSITION #:** 473-531-4800-002

WORKING TITLE: **EMPLOYEE**:

POSITION DESCRIPTION: Under the general direction of the Manager II, Budget Officer, in the budget section, the incumbent is responsible for the budget preparation, development, and control of the Headquarter (HQ), State Operated Services Program (SOSD), and Capital Outlay (CO) budget.

SUPERVISION EXERCISED: Directly supervises Rank and File staff.

SUPERVISION RECEIVED: Reports under general direction to the Manager II, Budget Officer, of the Budget Section.

EXAMPLES OF DUTIES:

Essential Job Functions:

40% Plans, organizes, and directs staff responsible for the Department of Developmental Services (Department) preparation of the annual Governor's Budget and May Revision, consisting of all technical documents needed for submitting to the Department of Finance (DOF); prepare and schedule the HQ, DC, and RC appropriations. Oversees complex budget drills, state operations of the departments Estimates, and the calculation of baseline budget adjustments (e.g., DOF Budget Letters, one-time costs, and limited-term adjustments). Supervises the uploads of Hyperion templates for Governor's budget, May Revise, and as needed adjustments. Reviews budget galley, language sheets, and documents reflecting legislative and executive branch changes to the Governor's Budget. Oversees the preparation of supplementary schedules (e.g., operating expenses, equipment, federal funds, reimbursements). Supervises staff in their analysis of and recommendations on Budget Change Concepts (BCC) , Budget Change Proposals (BCP), and Capital Outlay BCP.

40% Performs the most difficult, complex, and/or time sensitive analysis related to department wide budget issues and manages the work of staff to monitor and administer the Department's budget. It includes the monitoring of revenues and expenditures; running queries and data extracts from the FI$Cal system and various internal databases; analyzing data to provide fiscal evaluations and recommendations; and develop internal process controls to monitor budgetary allocations.

15% Manages the work of staff to: analyze legislative bills and compose legislative fiscal bill analyses to communicate fiscal and policy impacts to the Department; analyze contract, purchase orders, and related amendments for appropriate fiscal coding and funding availability; and analyze and approve Changes in Established Positions (Std 607), verifying fiscal impact of Requests for Personnel Action (RPAs), confirming funding availability, and updating the position control roster.

Marginal Job Functions:

5% Provides policy recommendation to and consults with internal staff including management on sensitive and complex issues relating to budget matters; provides training and budget presentations; and serves as a technical resource and expert in assigned areas of responsibility. Other duties as assigned within the scope of the classification.

WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment. This position is a hybrid, in-office/telework position, and may be subject to change. Incumbent can be required to report to the office, or any designated location at any time. Telework agreements can be modified and/or cancelled at any time.

DESIRABLE QUALIFICATIONS:

Knowledge of: The State of California budgeting cycle and budget drills; understanding or willingness to learn the Department's organizations, technology, and processes. State budget and accounting structures and processes; excellent analytical skills with demonstrated ability to work independently, think logically and creatively, apply a range of analytical and research tools, identify gaps and opportunities for improvement, and make sound recommendations; advanced Excel and data analytics skills.

Ability to: Independently prioritize and handle multiple tasks under strict deadlines; exercise initiative, good judgment, honesty, and make timely decisions while maintaining positive and trusting working relationships; plan, organize, communicate, and adapt to changing assignments and priorities under stressful conditions and irregular hours, and work effectively under pressure to meet deadlines; excellent communication and presentation skills to present information and maintain a strong engagement to all levels of our community, including management and colleagues. Maintain excellent, consistent and regular attendance; effective team management and strong leadership skills and the ability to present complex fiscal information in an easy-to-understand format; proficiency in Microsoft Word, Excel, Outlook, Teams, Zoom, SharePoint, and FI$Cal (Hyperion).

CERTIFICATION OR LICENSE: None.

Employee Name (Print)	Employee Signature	Date

Supervisor Name (Print)	Supervisor Signature	Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.