State of California
Department of Pesticide Regulation
POSITION DUTY STATEMENT
DPR-217 (Rev. 08/24)

Classification	**Position Number**	**Location**
Supervisor I	814-701-4800-286	Sacramento (Headquarters)
Division/Branch	**Supervisor's Classification**	**Collective Bargaining Identification Designation (CBID)**
ASD / Fiscal, Audits, and Business Services Branch	Supervisor II	S01
Conflict of Interest Disclosure: ☒ **Yes** ☐ **No**	**Incumbent (If filled)** VACANT	

☐ **Job requires driving automobile**: In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

SUPERVISORY RESPONSIBILITIES (Check One) ☐ **Managerial** ☒ **Supervisory** ☐ **Lead Person** ☐ **None**

Direct Supervision Exercised:		**Indirect Supervision Exercised:**	
No. of Employees	**Classification Title**	**No. of Employees**	**Classification Title**
2 1	Analyst II Analyst I		

I have read and discussed these duties with my supervisor.

Employee Signature	Date

I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date

Please Complete Reverse Side

Incumbent: VACANT
Classification: Supervisor I
Position Number: 814-701-4800-286

Description of Duties ***(Attach additional sheets, if necessary, and identify position information)***

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
	Under the general direction of the Supervisor II, the Supervisor I will serve as the Department of Pesticide Regulation's (DPR) Budget Officer; function as an authority in the development of all budgetary matters required by the Department of Finance; perform complex analyses of financial information and maintain the official expenditure authority for all DPR funds and programs, including oversight in monitoring DPR's mill assessment and fee revenues. The Supervisor I will make recommendations to program managers and management and present options and propose alternatives to implement new processes, policies, and procedures as necessary. As a member of Fiscal, Audits, and Business Services (FABS), the Supervisor I will contribute and participate in positive team-building efforts and customer relations through quality service; will lead the team by determining objectives, allocating resources, and working cooperatively with staff in providing coverage in the absence of other team members. Abide by rules, accept constructive criticism, and strive to establish and maintain positive, effective professional working relationships with all those contracted during work. **<u>ESSENTIAL FUNCTIONS</u>:**
30%	**Budget Development and Implementation**: Plan, organize, and direct the development and preparation of DPR's annual support and local assistance budget and all support schedules. Implement program budget policies, standards, and procedures. Provide recommendations to DPR management on budget change proposals to assist them in making appropriate decisions toward the accomplishment of DPR goals and objectives. Prepare budgetary information and reports as requested by DPR management, Department of Finance, Agency, and Legislative Analyst Office. Interface closely with the Accounting Office and Human Resources to ensure that all budget related reports and requirements are satisfied for control agencies; inclusive of position reconciliation of the annual Schedule 7/8, fund balance reconciliation for the DF-303 and year-end financial statements.
25%	**Fiscal Monitoring and Maintenance**: Administer and maintain DPR's budget during the operating year including monitoring of the DPR Fund revenues and expenditures. Provide budgetary expertise and technical support in matters related to DPR's budget. Ensure adequate budgetary information is available for review and analysis to make decisions and recommendations concerning program scope, fiscal evaluation, and approval of financial documents. Interface closely with the Accounting Office and Executive Management to develop DPR's annual cost allocation plan and the federal indirect cost rate proposal. Prepare revenue and expenditure projections for management's use in controlling budgetary appropriations and meeting funding restrictions. Responsible for the preparation of the annual disbursement of mill assessment revenues to counties through coordination with the Accounting Office and Enforcement Branch. Maintain position control and State Compensation Insurance Fund (SCIF) in collaboration with Human Resources Branch.
25%	**Personnel Management**: Responsibilities include recruiting, hiring, and maintaining a skilled team of staff that assists with budget development, fiscal monitoring and maintenance, and fiscal analysis. Identify training needs and develop/implement staff training plans. Monitor work progress to ensure organizational efficiency and effectiveness and assist staff in the most complex and technical problems. Coach and mentor staff. Prepare annual performance evaluations and proactively address

Incumbent: VACANT
Classification: Supervisor I
Position Number: 814-701-4800-286

Description of Duties ***(Attach additional sheets, if necessary, and identify position information)***

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
	performance deficiencies using the progressive discipline process. Anticipate and creatively respond to all aspects of personnel management functions including collective bargaining, the equal employment opportunity arena, and accompanying policies to promote fair and equitable hiring, employee development, and promotion within a work environment that is free of discrimination and harassment. Recognize and reward, positive, valued employee contributions. Service as a communication model and facilitator to staff, holding regular staff meetings to ensure staff is kept well informed of policies and procedures and to foster a positive team environment. Set the tone to establish a work environment conducive to continuous improvement and collaboration amongst staff and a quality work environment. Work with staff to define and update the Branch's Operational Plan as it relates to the Budget Office. Oversee the planning, development and implementation of service level objectives and quality control measures for Office function; monitors and evaluates Office performance targets.
15%	**Fiscal Analysis**: Provide management with recommendations on complex and difficult fiscal problems impacting DPR's budget. Provide advice and consultation to management on cash flow and long-range fiscal planning estimates to ensure sufficient resources are available to meet DPR objectives. Review proposed legislation and regulations for fiscal impacts. Review and monitor budgetary procedures on a continuous basis to determine their adequacy in accomplishing the policies, standards, and objectives as set forth by DPR management.
	MARGINAL FUNCTIONS:
5%	Provide staff assistance to the Branch Chief. Personally analyze and participate in the development and implementation of fiscal policies impacting DPR. Determine fiscal requirements and records needed to account for new programs and satisfy state and federal reporting requirements. Confer with State Controller's Office, Department of Finance, State Treasurer's Office, and DPR management regarding fiscal matters. Assist State and/or outside auditors in their review and audit of budgetary records. Develop and present oral and written reports and make presentations and represent DPR's interests relating to the budget function to control agencies (DOF, LAO, etc.) and staff.
	WORKING CONDITIONS:
	The incumbent works in a high rise building and will be sitting for long periods of time in an office cubicle that is equipped with artificial light, temperature control and standard office equipment. Ability to use a computer up to 8 hours a day.
	CRITICAL JOB COMPETENCIES:
	• Communication (oral, written, organizational, non-verbal) • Self-Motivation, Optimism, Sustained Commitment, Perseverance, Patience • Emotional Intelligence/Interpersonal Awareness • Decisiveness

Incumbent: VACANT
Classification: Supervisor I
Position Number: 814-701-4800-286

Description of Duties ***(Attach additional sheets, if necessary, and identify position information)***

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
	• Coaching/Mentoring/Continual Learning • Ethics/Integrity • Political Acumen • Conflict Resolution • Technical Credibility • Problem Solving • Customer Service Orientation • Flexibility/Adaptability • Partnering/Networking • Teamwork