

Duty Statement – Leadership

ASD/HRB-12A (New. 12/2025) Page 1 of 4

Duty Statement

☐ Current ☐ Proposed

RPA Number:	Classification Title: Supervisor II	Position Number: 673-820-4801-004
Incumbent Name: Vacant	Working Title: Budget Supervisor	Effective Date: Click or tap to enter a date.
Tenure: Permanent	Time Base: Full-Time	Intermittent Hours Per Month:
Division/Office: Fiscal Services Division	Section/Unit: Budget Monitoring & Management Section	Reporting Location: Sacramento
Supervisor's Name: Cecilia Dumlao	Supervisor Classification: Supervisor II	CBID: S01
Confidential Designation: ☐ Yes ☒ No	Designated Position for Conflict of Interest: ☒ Yes ☐ No	Position Telework Eligible: ☒ Yes ☐ No
Supervision Exercised: ☐ Managerial ☒ Supervisory		

General Statement

The Fiscal Services Division's Budget Branch manages and oversees budget development, monitoring, and financial planning activities for the California Air Resources Board and the California Environmental Protection Agency. The branch supports programs in developing and maintaining their budgets, tracking expenditures, and aligning resources with program priorities. It provides clear guidance and training on budget policies and procedures, strengthens internal fiscal controls, supports continuous process improvements, and ensures compliance with applicable state and federal financial requirements.

Competencies

All employees are responsible for understanding and demonstrating the core competencies of collaboration, communication, customer engagement, digital fluency, diversity and inclusion, innovative mindset, interpersonal skills, and resilience.

Supervisors and managers are responsible for understanding and demonstrating the leadership competencies of business acumen, inspirational leadership, results-oriented, stewardship, talent management, and vision & strategic thinking.

Position Description

Under the general direction of the Manager II, the incumbent manages the Budget Monitoring & Management Section and supervises subordinate supervisors responsible for Revenue and Fee Program and Budgetary Control activities. The incumbent provides section-level direction and oversight, reviews complex fiscal and analytical work, and resolves sensitive or escalated fiscal issues. The incumbent coordinates with Accounting, programs, control agencies, and other stakeholders to support sound fiscal management, effective internal controls, and compliance with applicable state and federal requirements.

Duty Statement – Leadership

ASD/HRB-12A (New. 12/2025) Page 2 of 4

% of Time	Essential Functions
30%	<p>SECTION MANAGEMENT AND SUPERVISION</p> <ul style="list-style-type: none"> Plan, organize, direct, and evaluate the work of the Budget Monitoring & Management Section. Establish priorities, allocate resources, monitor workload, and ensure operational requirements are met. Supervise subordinate supervisors responsible for Revenue and Fee Program and Budgetary Control activities. Establish expectations, provide direction, and evaluate supervisory performance. Provide guidance to subordinate supervisors on staffing, workload, employee performance, and operational priorities. Oversee section recruitment and staffing activities and participate in the recruitment and selection of subordinate supervisors. Identify training and development needs and promote cross-training, succession planning, and continuity of operations. Complete performance evaluations for subordinate supervisors and ensure probationary and annual performance evaluations for section staff are completed timely. Address significant or escalated employee performance and conduct matters in coordination with Human Resources and Labor Relations, as appropriate. Conduct supervisory and section meetings and keep the Manager II informed of significant staffing, workload, and operational issues.
25%	<p>FISCAL REVIEW AND ANALYSIS</p> <ul style="list-style-type: none"> Review and evaluate complex fiscal matters involving revenues, expenditures, funding availability, budget authority, and financial reporting that require section-level review. Analyze significant financial issues to identify fiscal risks, operational impacts, and appropriate courses of action. Research sensitive or complex fiscal matters elevated by subordinate supervisors and develop recommendations for management. Review fiscal analyses and recommendations requiring Supervisor II approval or additional management review. Determine appropriate action when significant funding, reporting, or internal control issues are identified. Review financial information and supporting documentation associated with complex or sensitive section assignments for accuracy, completeness, and compliance with applicable requirements.
20%	<p>PROGRAM OVERSIGHT</p> <ul style="list-style-type: none"> Provide section-level oversight of the Revenue and Fee Program Unit, including fee program monitoring and management, settlement tracking, abatements, DOJ returned checks, revenue projections, penalty tracking, and First Data contract management. Provide section-level oversight of the Budgetary Control Unit, including federal grant budget administration, reimbursement activities, and bond funding. Review program performance, workload, deliverables, and significant issues with subordinate supervisors.

Duty Statement – Leadership

ASD/HRB-12A (New. 12/2025) Page 3 of 4

	<ul style="list-style-type: none"> • Provide direction on matters requiring section-level coordination, management attention, or escalation. • Ensure program activities are administered in accordance with applicable laws, regulations, policies, procedures, and funding requirements. • Identify emerging program risks or operational concerns and determine when additional management involvement is required.
15%	FISCAL COORDINATION AND CONTROL AGENCY LIAISON <ul style="list-style-type: none"> • Serve as the section liaison with Accounting, CARB programs, CalEPA, other Budget Branch units, control agencies, and outside departments regarding fiscal matters. • Coordinate responses to budgetary drills, fiscal inquiries, management requests, and assignments requiring section-level review or coordination. • Facilitate resolution of issues involving multiple units, programs, departments, or external stakeholders. • Coordinate significant fiscal actions with the Manager II, Division Chief, and appropriate stakeholders. • Represent the section in management meetings, workgroups, and department-wide initiatives involving fiscal operations and financial management.
5%	MANAGEMENT SUPPORT AND PROCESS IMPROVEMENT <ul style="list-style-type: none"> • Support the Manager II and Division Chief with operational planning, management reporting, and special projects. • Evaluate section procedures and business processes and direct improvements to increase efficiency, consistency, and effectiveness. • Review and approve section procedures, desk guides, tracking tools, and other resources.
% of Time	Marginal Functions
5%	<ul style="list-style-type: none"> • May serve as backup to the Manager II when assigned. • Performs other duties within the scope of the classification as assigned.

Typical Physical Conditions/Demands

Work is performed in a climate-controlled office environment. Requires prolonged periods of sitting at a desk and working on a computer. Involves the frequent use of standard office equipment, including computers, phones, copiers, and printers. May require occasional lifting and carrying of materials weighing up to 25 pounds. Requires visual acuity to read and prepare documents and use a computer screen.

Typical Working Conditions

Work is performed in a climate-controlled office environment. Involves prolonged periods of sitting at a desk and working on a computer. May require frequent interaction with staff, stakeholders, or the public via phone, email, or video conferencing. Noise levels are typically low to moderate. May involve occasional travel to attend meetings or trainings.

Duty Statement – Leadership

ASD/HRB-12A (New. 12/2025) Page 4 of 4

Special Requirements of Position (Check all that apply):

- ☐ Duties may require pre-employment and routine screenings (background/criminal/fingerprint clearance, drug testing, fingerprinting, physical, etc.).
- ☐ Duties require participation in the DMV Pull Notice Program.
- ☐ Performs other duties requiring high physical demand. (Explain below)
- ☐ Requires repetitive movement of heavy objects and/or operation of heavy machinery or motorized vehicles.
- ☐ Travel up to _____ percentage
- ☐ Bilingual Fluency needed in _____(language)
- ☐ Other-

Supervisor Statement

I certify that this duty statement accurately describes the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee with a copy of this duty statement.

Supervisor Name: Cecilia Dumlao	Supervisor Signature:	Date: Date
------------------------------------	-----------------------	---------------

Employee Statement

I have discussed these duties with my supervisor and have been provided a copy of this duty statement. I certify that I have read, understand, and can perform the duties of this position either with or without reasonable accommodation*.

** Reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity. (If you believe reasonable accommodation is necessary, check yes. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Reasonable Accommodation Coordinator.)*

Do you need reasonable accommodation to perform the essential functions of this position?		
☐ Yes ☐ No		
Employee Name:	Employee Signature:	Date: Date