DEPARTMENT OF DEVELOPMENTAL SERVICES
OPERATIONS
FINANCIAL MANAGEMENT DIVISION
FISCAL FORECASTING BRANCH

DUTY STATEMENT

EMPLOYEE:

JOB TITLE: Manager (CEA, Level A) **POSITION #:** 472-529-7500-001

GENERAL STATEMENT OF DUTIES: Under the general direction of the Chief Financial Officer of the Financial Management Division, this position is responsible for directing, organizing, and formulating statewide policy on issues pertaining to estimate and budget functions that support Department of Developmental Services (Department) 21 statewide regional centers (RCs) and community services system, state-operated facilities and programs, and Headquarter divisions that serve more than 500,000 California's with developmental disabilities.

SUPERVISION RECEIVED: Under general direction, reports directly to the Chief Financial Officer under the Financial Management Division.

SUPERVISION EXERCISED: Responsible for the activities of the Fiscal Forecasting Branch, which includes the Estimates Section and Budget Section with a total of 17 professional positions, and directly supervises two Manager II positions.

DUTIES: Works directly with the Chief Financial Officer of the Financial Management Division, with the following functions:

Essential Job Functions:

45% Directs, through the Estimates and Budget Chiefs, the supervision of a multi-disciplinary professional staff engaged in essential mission critical financial services for a large department with a budget of over $20 Billion. This includes development of the biannual community services and state-operated facilities/program estimate and headquarters budget that is reflective of the Department Directorate program priorities and is supported by sound fiscal methodologies, assumptions, and analysis.

30% Provides continued oversight of the Department's appropriations, allocations, and budget practices. Monitor cash flow projections and make needed budget revisions. In consultation with departmental divisions, allocate purchase of service, community placement planning and safety net, and operations budgets to the 21 RC to maintain adequate funding for the provision of services. Develops, recommends, and implements policies and procedures relating to estimate and budget functions. Consults and advises program staff and other departmental managers on fiscal implications of program proposals and other issues with significant policy impact.

25% Provides mission critical, time sensitive fiscal information to the Chief Financial Officer, Directorate, Agency, control agencies, other departments, and the Legislature regularly and by special request on initiatives, proposals, special projects or requests, and fiscal and economic impact of policies and actions. May act in the absence of the Chief Financial Officer on budget matters.

Marginal Job Functions: None.

WORKING CONDITIONS: Work is performed in an open spaced partitioned office environment. The office is located in a multi-story building in downtown Sacramento. Work requires the use of personal computer, review of documents, making telephone calls, conducting and participating in meetings, and other job-related tasks for extended periods of time. May require working under stressful conditions and irregular hours during peak workload periods.

DESIRABLE QUALIFICATIONS:

- Demonstrable experience in the State's budget and estimates processes
- Knowledge of California State Government fiscal administrative processes
- Demonstrable experience interacting with various State control and fiscal governmental entities (i.e. Department of Finance, Legislative Analyst's Office, etc.)
- Knowledge of the Department of Developmental Services, including its programs, the needs of the citizens it serves, the Lanterman Act and the developmental center and regional center systems.
- Strong management skills, particularly in the area of fiscal policy, and the demonstrated ability to establish priorities and successfully resolve issues.
- Excellent interpersonal and communication skills, management and leadership skills to ensure successful performance in an Executive role.
- Experience fostering a work environment that enhances recruitment and retention.
- Ability to coordinate a large, complex project that includes multidisciplinary involvement by Department staff.

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.