State of California
Commission on Teacher Credentialing
CCTC-AGENCY HR-101 (REV 07/26)

DUTY STATEMENT

Position Details:

RPA Number:
Effective Date:
Employee Name:
Position Number (Agency-Unit-Class-Serial): 192-405-4800-###
Division/Unit: Administrative Services Division/Fiscal and Business Services
Class Title: Supervisor I

You are a valued member of the Commission on Teacher Credentialing (CTC). You are expected to work cooperatively with all employees, our customers, and members of the public to enable the CTC to provide the highest level of service possible. Your creativityand ingenuity are encouraged. Your commitment to treat others fairly, honestly, respectfully, and professionally is critical to the success of the CTC's Mission.

BRIEFLY (1-3 sentences) DESCRIBE THE POSITION'S PRIMARY ROLE AND PURPOSE. PLEASE INCLUDE THE POSITION'S REPORTING RELATIONSHIP AND LEVEL OF INDEPENDENCE.
Under the general supervision of the Manager II, the Supervisor I plans, organizes, and directs the activities of the Fiscal Services Unit of the Administrative Services Division. The responsibilities include directing and supervising professional staff involved in the accounting and budgeting activities for the CTC.

Percentage of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first.
25%	**ESSENTIAL FUNCATIONS** Plan, organize, and direct the daily activities related to accounts payable, including but not limited to payroll distribution, payment of invoices, travel, and reconciliation of p-card transactions. Review and approve invoices (i.e., contract invoices, grant invoices, travel statements, etc.) for payment. Track and monitor encumbrance balances in FI$Cal. Resolve any payment issues. Respond to payment inquiries. Ensure payments are made in accordance with the State Administrative Manual (SAM) and State Contracting Manual (SCM). Ensure payments are made timely in accordance with the Prompt Payment Act. Liaise with the Department of General Services (DGS), Contracted Fiscal Services (CFS) to ensure efficient operations and to resolve issues timely. Review the late payment penalty report and the 1099 reports. Plan and coordinate year-end activities including but not limited to closing purchase orders, obtaining accruals.
20%	Plan, organize, and direct the daily activities related to accounts receivable including but not limited to collecting and depositing revenues (i.e., credential fees, accreditation, cost recovery, examination fees, etc.), reconciling the bank statement, collection activities as a result of insufficient funds or unused grant funds. Provide forecasting of revenues. Ensure activities are completed in accordance with SAM. Liaise with DGS CFS to resolve any issues.
15%	Plan, organize, and direct the daily activities related to fiscal implementation of grant programs including but not limited to creating, reviewing, and approving grant award agreements (GAAs), approving purchase orders, and reconciling grant funding. Work closely with the Division of Standards, Accreditation, and Workforce Investments to ensure implementation of the grant program is in alignment with legislation and resolve issues. Provide a cash flow of grant funding for the Department of Finance. Ensure grants are coded to the correct appropriation.
10%	Oversee the development and implementation of the agency's annual operating budget. Coordinate with the divisions to ensure expenditures are posted correctly against allocations. Run, create, and provide expenditure reports to executive management and divisions.
10%	Establish and monitor the team's priorities, goals, and workload. Establish expectations, assign tasks, establish deadlines, manage workload and workflow, track and review staff assignments to ensure work is complete, accurate, and timely. Develop and provide training to staff and colleagues across the agency. Conduct annual performance appraisals and work with staff on individual development plans.

10%	Develop, recommend, and implement administrative policy and procedure changes as it relates to accounting and budgeting operations to meet CTC's need. Ensure internal program policies and procedures are followed and adhered to in accordance with State statutes, regulations, and policies.
5%	**MARGINAL FUNCATIONS** Assist with special projects such as the California State Payroll Project (CSPS) assignments.
5%	Act as the Fiscal & Business Services Lead in the absence of the Manager II on various projects. Provide leadership and guidance to staff. Perform other work-related duties as assigned.

Knowledge and Abilities:

Knowledge of:

- Principles, practices, and trends of public and business administration, including management and supportive staff services; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level.

Ability to:

- Reason logically and creatively. Utilize a variety of analytical techniques to resolve complex governmental and managerial problems. Develop and evaluate alternatives. Analyze data and present ideas and information both orally and in writing. Consult with and advise management or other interested parties on a wide variety of subject matter areas. Gain and maintain the confidence and cooperation of those contacted during the course of work. Review and edit assignments. Establish and maintain priorities and workloads. Develop and effectively utilize all available resources.

Interpersonal Skills:

- Integrity
- Expertise
- Teamwork
- Respect
- Problem Solving

Desirable Qualifications:

- Demonstrate ability to act independently with open-mindedness, flexibility, and tact.
- Customer service-oriented attitude.
- Ability to manage multiple tasks and processes simultaneously.
- Strong analytical skills; ability to collect data, analyze data, and identify trends.

- Ability to quickly and proficiently adapt to changing priorities.
- Ability to provide effective and succinct written analysis and recommendations of complex problems.
- Proficiency in complex spreadsheet design and relational database systems.
- Working knowledge of the State Administrative Manual (SAM).

Work Environment, Physical or Mental Abilities

Work Environment:

- Vacations and time away from the office may be restricted during peak times where attendance at meetings is required and for fiscal year-end closing. Regular and punctual attendance is required.
- Incumbent will work in a climate-controlled office under artificial light.
- Incumbent may be required to sit for prolonged periods of times using a keyboard and video.
- Occasional overtime may be required for fiscal year-end closing and during budget season.

Physical Ability:

- Ability to sit for prolonged periods of time.
- Ability to lift 25 lb boxes.

Mental Ability:

- Ability to communicate clearly and tactfully; read and follow written and oral instructions; change tasks and work multiple tasks/assignments concurrently.

Some of the requirements above may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Personal Contacts:

- Has daily contact with Commission management and staff across the agency.
- Has frequent contact with DGS CFS.
- Occasional contact with other state agencies such as the State Controller's Office (SCO) or Department of Finance (DOF).

Level of Responsibility – Actions and Consequences

The incumbent serves as the agency's fiscal subject matter expert, and as such holds a high level of responsibility. Actions of the incumbent have agency-wide repercussions and therefore, there is a high consequence of error.

MANAGER/SUPERVISOR STATEMENT:

I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

Manager/Supervisor Name (Print)	Manager/Supervisor Signature	Date

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EMPLOYEE STATEMENT:

I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

Employee Name (Print)	Employee Signature	Date