California Department of Tax and Fee Administration

DUTY STATEMENT

☐ CURRENT
☐ PROPOSED

SCHEDULE TO BE WORKED/WORKING HOURS		EFFECTIVE DATE	
CIVIL SERVICE CLASSIFICATION		WORKING TITLE	
Supervisor II		**Budget Operations Manager**	
DIVISION/OFFICE/UNIT		SPECIFIC LOCATION ASSIGNED TO	
Financial Management Division/Budget Branch		**Headquarters - Sacramento, CA**	
SEERA DESIGNATION	BARGAINING UNIT	WORK WEEK GROUP	CERTIFICATES REQUIRED
Supervisory	**01**	**E**	**None**
FINGERPRINTS/BACKGROUND CHECK REQUIRED	BILINGUAL POSITION	SUPERVISION EXERCISED	
☒ Yes ☐ No	☐ Yes ☒ No	**Yes**	
INCUMBENT		POSITION NUMBER *(Agency-Unit-Class-Serial)*	
		291-365-4801-004	

The mission of the California Department of Tax and Fee Administration is to make life better for Californians by fairly and efficiently collecting the revenue that supports our essential public services.

POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under general direction of the Budget Officer (Manager II), the Supervisor II is responsible for managing and supervising the Budget Operations Unit. The Supervisor II will perform a variety of complex duties related to the development, implementation, monitoring and control of the budget for the California Department of Tax & Fee Administration (CDTFA). Responsibilities and duties include but are not limited to participation in: (1) preparation and development of the department's annual budget; (2) preparation of the budget documents (Budget Revisions, Section 28 Letters, etc.), schedules (7A, 10s, 11, etc.), fiscal analyses, and reports; and assisting in the review, analysis, and preparation of budget change proposals. The position also oversees these duties with regard to the Board of Equalization. **Candidate must be able to perform the following essential job functions with or without reasonable accommodation.**

PERCENTAGE OF TIME SPENT	DUTIES
	ESSENTIAL JOB FUNCTIONS
30%	Budget Preparation Administers CDTFA's Budget Operations Program, which involves directing the review, analysis and preparation of highly sensitive budgetary documents necessary to execute the current year budget to assure conformance with departmental policy and Department of Finance guidelines. This includes quarterly projects and technical expenditure reports, annual program analysis reports, and statistical reports such as analysis of operating expenses and equipment, salary savings, blanket funds, reimbursable contracts and Special Funds to ensure that program expenditures do not exceed budgeted levels.
30%	Budget/Cost Control Supervises professional staff in the development of the CDTFA's portion of the Governor's Budget. Directs the ongoing studies of the CDTFA's accounting and budget functions. Manages line item budget (manage CDTFA's complex category budget). Advises and consults with Executive management, managers, and their staffs. Attends, in the absence of the Budget Officer, legislative budget hearings and Board hearings. On occasion, testify at hearings with respect to technical budget items. Supervises the gathering of pertinent data and development of options to address sensitive and complex, technical budgetary problems. Directs the review, analysis, and recommendations of complex budget requests. Review, analyze and prepare sensitive reports regarding personnel utilization and salary savings. Performs continuing analysis of critical special fund expenditures. Manages the development of processes and procedures to improve CDTFA's program cost accounting for timeliness, accuracy, and responsiveness to meet operational needs. Conducts the development of infrastructure for monitoring and managing expenditures for budget line items. Oversees and directs the staff usage of the Financial Information System for California (Fi$Cal). The Budget Office also performs these same duties for the Board of Equalization.

30%	Personnel Management/Supervision Interviews, evaluates, selects and trains subordinate staff. Prepares sensitive and confidential performance evaluations, including and disciplinary action for all staff. Provides feedback on assignments to ensure a completed work product and encourages communication. Encourages team building, facilitates cross training, and promotes continuous improvement. Fosters methods of creative decision making and problem solving and provide continuous feedback to team members. Identifies team and individual training needs and provides training. Responsible for the personnel management of the Budget Operations Unit. Encourages team to analyze and make recommendations of ways to improve systems and processes. Oversees the development of these new/improved processes/systems. Ensures coordination of activities between Budget Change Unit and program staff.
	MARGINAL JOB FUNCTIONS
5%	Special Projects Participates and manages the automation projects to streamline and provide for a more effective and efficient fiscal and budgetary system. Review, analyze and make recommendations regarding budgetary procedures (e.g., costing and cost patterns, budget format, program displays, measure of effectiveness, etc.). Participate on study teams where fiscal expertise is required. Conducts and implements special budget related projects when requested by executive management.
5%	Other Duties as Required Prepares sensitive and confidential correspondence. Provides training and counsel as required to new staff. Prepares written material for the Department's Administration Manual relating to fiscal affairs. Performs other job related duties as required.

WORK ENVIRONMENT OR PHYSICAL ABILITIES REQUIRED FOR THE JOB *(if applicable)*:

Work Environment:

- Work in an office setting with artificial light and temperature control.
- Position may be located in a high-rise building.

Physical Abilities:

- Daily access of and use of a personal computer and telephone is essential.
- Frequent use of an elevator and/or the ability to ascend/descend stairs up to eight (8) stories.
- Must be able to remain in a stationary position consistent with office work.
- The position requires moving and positioning oneself to retrieve files and transporting up to ten-fifteen (10-15) pounds.
- Incumbent may be required to travel via airplane and automobile to various locations within the state.

Additional Requirements/Expectations:

- Statewide travel may be required.
- Overtime may be required depending on workload.

I have read this duty statement and fully understand that I must perform the Essential Job Functions of my position with or without reasonable accommodation.

PRINT EMPLOYEE NAME	EMPLOYEE'S SIGNATURE	DATE

I certify that the above accurately represents the duties of the position and that I have reviewed these duties with the above named employee.

PRINT SUPERVISOR NAME	SUPERVISOR'S SIGNATURE	DATE

HRB Approval Date: 11/10/2026	**C&P Analyst Initials: EH**