State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Administrative Services	Supervisor II	549-077-4801-006
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Budget Section	Capital Outlay & Bond Manager	S01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Budget Section	715 P Street, Sacramento, CA	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Manager II

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

Under the general direction of the Chief Budget Officer (Manager II), the Capital Outlay & Bond Manager provides leadership, strategic direction, and supervision for the Budget Office staff responsible for the Department's Capital Outlay Program, general obligation (G.O.) bond administration, and the three conservancies for which the Budget Office provides full budget oversight. This position establishes unit priorities, standards, and direction; leads the development of the Department's Five-Year Infrastructure Plan and Capital Outlay Budget Change Proposals; and oversees the allocation, appropriation, cash management, compliance, and reporting of all current and future bond funds. This position also directs the unit's core budget office responsibilities for the conservancies and assigned Department programs, including development of the Governor's Budget, administration of the enacted budget, and maintenance of the official record of expenditure authority. The position independently represents the Department with the Department of Finance (DOF) on large, sensitive, and complex fiscal matters, and advises the Chief Budget Officer on capital outlay matters.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
30%	**Unit Leadership and Supervision** Plan, organize, and direct the work of the Capital Outlay, Bond, and Conservancy budget workloads. Directly and indirectly supervises staff responsible for capital outlay, general obligation bond administration, and conservancy budget functions, ensuring effective workload management and operational oversight. Provide clear direction, set unit priorities and deadlines, and hold staff accountable for accurate, timely, and well-supported work. Assign and balance workload across the unit; review and approve analyses, budget schedules, BCPs, COBCPs, and correspondence before release to executive management and DOF. Direct and support the Supervisor I in leading assigned staff and workload, ensuring consistent priorities, standards, and quality across the entire unit. Carry out the full range of supervisory responsibilities, including recruitment and selection, onboarding, probationary reports, performance appraisals, individual development plans, and corrective action, consistent with Department policy and applicable bargaining unit agreements. Coach, train, and develop staff, and cross-train across bond, capital outlay, and conservancy workloads so the unit has backup coverage and retains institutional knowledge. Establish and maintain unit policies, procedures, desk manuals, and internal controls; identify and implement process improvements and tools that increase accuracy, transparency, and efficiency. Participates as a member of the Budget Office leadership team in establishing

	office-wide priorities and strategic planning, and acts on behalf of the Chief Budget Officer as assigned.
30%	**Capital Outlay Program and Five-Year Infrastructure Plan** Oversee the Budget Office's administration of the Department's Capital Outlay Program and advise the Chief Budget Officer on capital outlay matters. Lead the development and annual update of the Department's Five-Year Infrastructure Plan in coordination with executive management, the Facilities and Development Division, and program staff, consistent with DOF instructions. Direct the preparation and review of Capital Outlay Budget Change Proposals (COBCPs), Spring Finance Letters, reappropriations, reversions, and related budget documents to ensure scope, cost, schedule, and fund sources are well supported. Oversee the Capital Outlay Program Analyst's coordination with Project Managers and the State Public Works Board on project phases, scope and cost changes, augmentations, and project close-out. Monitor capital outlay appropriations, including encumbrance and liquidation deadlines, and recommend actions to address cost increases, schedule delays, or expiring authority. Prepare briefing materials, issue memos, and recommendations for the Chief Budget Officer on capital outlay projects, the Five-Year Infrastructure Plan, and related funding decisions. Serve as the Budget Office's primary contact with DOF Capital Outlay staff on complex or sensitive capital outlay issues.
20%	**G.O. Bond Administration and Cash Management** Direct all G.O. bond administration for the Department through the unit's bond analysts, ensuring bond funds are allocated, appropriated, expended, and reported in compliance with the bond acts, state law, and federal tax requirements. Oversee multi-year bond expenditure plans and annual allocations for support, local assistance, and capital outlay across current and future bond acts; manage mid-year adjustments and lead development of prioritized plans for unallocated bond funds with executive management. Direct bond cash management, including submission of bond cash needs and bond sale requests to DOF, and reconciliation of bond expenditures and expenditure authority with Accounting. Ensure federal tax compliance requirements, including private use tracking, are understood and implemented by program managers, and that required tax reporting is complete and accurate. Oversee the Department's bond accountability reporting, including the statewide Bond Accountability website, semi-annual allocation balance and expenditure/encumbrance reports, bond-funded position tracking, and responses to DOF bond audits. Lead regular bond program manager meetings to communicate evolving bond requirements and resolve allocation and expenditure issues.
15%	**Conservancy and Department Program Budgeting** Direct the full range of budget office responsibilities for the three conservancies for which the Budget Office provides full budget oversight, as well as assigned Department programs and fund sources. Lead developmental oversight of the Governor's Budget for assigned entities, including budget drills, baseline adjustments, Budget Change Proposals (BCPs), Spring Finance Letters, fund condition statements, and responses to DOF Budget Letters. Oversee administration of the enacted budget, including budget revisions, Section letters, Executive Orders, reimbursement authority, and the databases that record official expenditure authority. Direct ongoing monitoring of expenditures against authority, year-end projections, and fund balances; identify issues early and recommend solutions. Serve as a primary point of contact for conservancy executive officers and fiscal staff, providing guidance on budget policy, timelines, and DOF requirements.
MARGINAL FUNCTIONS:	
%	**TASK/DUTIES**
5%	Travel to district offices, and conservancy offices as needed to provide guidance and training on budget processes, bond requirements, drills, and special projects. Perform other job-related duties as assigned and necessary for operational continuity.
TYPICAL WORKING CONDITIONS	
The employee must have the ability to do the following: Sit for long periods of time using a keyboard and video display terminal. Assignments are wide, varied and complex, involving tight deadlines, overtime, conflict, and the associated stress and tension in the development and monitoring of the budget. The employee may at times work in a high-rise climate-controlled office under artificial light. Working hours will be set sometime between 7:30 a.m. and 6:00 p.m. Occasional Travel to field offices may be required.	

TELEWORK DESIGNATION
This position is designated as: (Check one)

☒ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☐ Not Telework Eligible

SPECIAL REQUIREMENTS:

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. They should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF 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 (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE