

## DUTY STATEMENT

Employee Name:	
Classification: <b>Staff Services Manager I (Specialist)</b>	Position Number: <b>580-110-4800-909</b>
Working Title:	Work Location: <b>1615 Capital Avenue, Sacramento CA, 95814</b>
Collective Bargaining Unit: <b>S01</b>	Tenure/Time Base: <b>Permanent/Full time</b>
Center/Office/Division: <b>Administration Division</b>	Branch/Section/Unit: <b>Financial Management Branch/Budget Section/Technical Unit</b>

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and, adhere to departmental policies and procedures.

### Job Summary

Under the direction provided by the Staff Services Manager II, the Staff Services Manager I (Specialist) is responsible for the continuous management, development and monitoring of the California Department of Public Health's (CDPH) technical budget. The incumbent serves as a subject matter expert for the technical budget and is a lead for the Technical Unit on various complex assignments and projects. The incumbent is responsible for the management, development, implementation, monitoring and maintenance of CDPH's sensitive and complex budget and data base in Budget Utilization Development System (BUDS), CalSTARS, and FI\$CAL, while working closely with the Department of Finance (DOF). The incumbent is a management consultant who has a full understanding of appropriate budget methodologies and processes available to all CDPH programs for the overall administration, oversight and monitoring of their respective budgets. The incumbent must adhere to the strict deadlines in every budget cycle to ensure the CDPH budget is completed on time.

The incumbent can be expected to perform any of the following duties and responsibilities, at full journey level, independently with little or no supervision.

### Special Requirements

- None
- Supervision Exercised
- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:

Other:

**Essential Functions (including percentage of time)**

40% Budget Development and Implementation:

Manage and coordinate the preparation of the Department’s technical budget, supplemental schedules, charts, and miscellaneous DOF reports. Manage and provide technical assistance for all complex calculations, methodologies and justifications for various budget building tasks. Coordinate and provide assistance of the review and reconciliation of the Department’s budget system with DOF’s budget figures and system. Act as a lead the Department’s Budget Team for the FISCAL conversion. Manage and coordinate all control agency communications and deliverables for the Technical Unit. Research, assess and analyze the status of the Budget Act appropriations at fiscal year-end. Personally perform and manage the most difficult or sensitive analyses.

30% Budget Maintenance:

Responsible for independently and collaboratively managing and maintaining the Department’s complex technical budget and organizational database structure in BUDS. Review and approve all fiscal and BUDS transactions to maintain accountability, policy compliance, and quality control for fiscal reports. Manage and coordinate the Technical Unit staff’s fiscal drills and reports. Provide the formal training on BUDS to the budget staff. Manage all technical upgrades to the BUDS system.

20% Budget Monitoring:

Manage and review all budget activity in BUDS on a regular basis. Manage and approve all reports to management to ensure relevance and accuracy. Act as a lead for the Budget Section in providing sound and accurate budget entries into the BUDS system. Provide assistance to the Technical Unit to provide fiscal information and consultation to management regarding fiscal and/or budget issues.

**Marginal Functions (including percentage of time)**

10% Advise management of system requirements and processes related to the CDPH Budget databases. Advise management of potential budgetary issues and related solutions. Act as an advisor to the program and technical staff and provide support and training as necessary. Create ad hoc reports as necessary. Perform other work-related duties as required.

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.		I have read and understand the duties and requirements listed above, and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)	
Supervisor’s Name	Date	Employee’s Name	Date
Supervisor’s Signature	Date	Employee’s Signature	Date

---

<b>HRB Use Only:</b>	Date
Approved By: <b>Regina Espinosa</b>	<b>12/22/17</b>