

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21)



NAME TBD	EFFECTIVE DATE TBD
CLASSIFICATION TITLE Staff Services Manager III	POSITION NUMBER 410-112-4802-103
WORKING TITLE Chief, Fiscal Management Office (FMO)	DIVISION/OFFICE/UNIT/SECTION Administration Division/Fiscal Management Office
BARGAINING UNIT M01	GEOGRAPHIC LOCATION Sacramento

General Statement: Under the general direction of the Deputy Commissioner of Administration, the Staff Services Manager III is responsible for leading strategic planning and policy development crucial to advancing the Department's overarching business objectives. With a focus on Fiscal Management, Accounting, and Budget Offices, the Chief oversees critical functions including budgetary planning, grant management, and accounting operations. This role entails crafting and executing strategies aligned with the Department's broader mission and strategic direction, ensuring sound financial management practices that support organizational goals and regulatory mandates.

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

40% (E) Oversee the FMO to help in the development of policies and decision-making processes that ensure the strategic utilization of budgetary, accounting, and internal controls are in alignment with DFPI's business needs and objectives. Engage with control agencies like the Business, Consumer Services, and Housing (BCSH) Agency, the Department of Finance, the State Controller's Office, the Department of General Services, and the Legislative Analyst Office. Interface with employees and stakeholders to address financial issues and activities. Lead subordinate FMO managers, and spearhead the development, management, and implementation of policies, procedures, and tools that fulfill DFPI's fiscal responsibilities, prioritizing a commitment to delivering high-quality customer service. Administer all laws and regulations governing Accounting, Budgets, Procurement, and Contracting. Develop, implement, monitor, and report on internal controls to promote adherence to laws and regulations. Develop and use metrics that indicate a baseline of the effective delivery of Fiscal services to DFPI staff and a measurement of progress over time. Identify, develop, and implement work-tracking tools to monitor success and identify barriers facing the FMO. Oversee the preparation of the department's budget under the guidance of Executive Leadership. Organize budget drills and revisions, ensuring timely completion and accuracy of data. Assist in compiling budget requests from the Department of Finance (DOF) and other relevant entities, maintaining

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proper documentation. Ensure compliance with budget directives and instructions from higher management and external agencies. Coordinate the Budget Change Proposal (BCP) process, including gathering relevant information and documentation, and making recommendations. Collaborate with team members to coordinate fiscal bill analyses and other related tasks. Serve as a liaison to control agencies and other stakeholders on budget-related matters, responding to inquiries as required.

25% (E) The incumbent will maintain continuous awareness and knowledge of current changes and trends that impact FMO. This includes changes in laws and regulations and proposed legislation changes. Lead consultation, advice, and recommendations to all departmental staff in interpreting and implementing statewide policies and procedures related to the fiscal policy at DFPI. Collaborate closely with DFPI Executive and Senior Leadership to provide seamless and well-coordinated services. Lead in developing program implementation plans and other long-range planning and policy development activities and handle the most sensitive matters personally. Manage operations, competencies, and performance of FMO staff and continuously seek process improvements in organizational policies and programs, department budgets, and assess and forecast department fiscal needs. Oversee the preparation of financial reports, including revenue and expenditure management plans, promptly to support management in monitoring the department's fiscal status. Collect and compile financial data required to monitor the current year's budget appropriations, expenditures, and revenues of the DFPI. Supervise financial data collection and ensure accuracy and completeness. Analyze financial data and prepare forecasts to provide insights for informed decision-making on fiscal matters. Collaborating with team members to ensure financial reports and data accuracy and integrity are essential. Maintain documentation and records related to financial reporting processes for reference and audit purposes. Adhere to established policies, procedures, and deadlines for financial reporting. Communicate effectively with internal and external stakeholders to address inquiries and aid related to financial reporting.

25% (E) Supervise, direct, and guide the development and implementation of workforce and financial management activities for the FMO. This includes financial management, budgeting, contracting, procurement requests, project management, labor coding, and cost monitoring. Act as a backup for the Deputy Commissioner of Administration and perform other job-related duties as required. Prepare briefings and reports about FMO metrics and assist in all aspects of the Department's accounting operations, including planning, preparation, analysis, and control, under the guidance of Executive and Senior Leadership. Ensure accurate accounting of fiscal resources and timely availability of financial information for decision-making. Direct the activities of accounting

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and budget units in controlling and recording all revenues and expenditures, ensuring compliance with relevant regulations, and policies. Coordinate the reconciliation of financial records to FI\$Cal (Financial Information System for California), ensuring the accuracy and integrity of data. Prepare timely management reports and monthly, quarterly, and year-end financial reports to provide insights into the Department's financial performance. Supervise accounting and budget staff, providing guidance, training, and performance feedback to ensure effective execution of duties. Collaborate with internal and external stakeholders, including auditors and regulatory agencies, to address accounting-related inquiries and compliance matters. Continuously evaluate accounting processes and systems, identifying opportunities for improvement and implementing solutions to enhance efficiency and effectiveness.

10% (M) Miscellaneous administrative services functions, as required.

B. Supervision Received

The Staff Services Manager III reports directly to and receives the majority of assignments from the Deputy Commissioner of Administration; however, direction and assignments may also come from the Chief Deputy Commissioner or Commissioner.

C. Supervision Exercised

The SSM III directly supervises two professional level staff members and indirectly oversees the FMO team.

D. Administrative Responsibility

Evaluate performance of subordinate managers and staff, including completing annual performance appraisals and/or probationary evaluations. Develop work schedules for staff functions to ensure objectives are met. Maintain attendance reports and conduct regular staff meetings. Develop subordinate managers and staff through training, mentoring, and developing Individual Development Plans. Examine issues and concerns elevated by supervisors and staff for management review, issues prompt decisions or elevates to higher management as appropriate.

E. Personal Contacts

The Chief has daily contact with all levels of Department personnel, as well as representatives from other State agencies, including control agencies, Legislative staff, and LAO.

F. Actions and Consequences

The actions and decisions made by the SSM III have a direct bearing on the success of the FMO and its services. The consequences may impact all departmental functions including lack of resources and necessary tools for employees to successfully fulfill their job responsibilities. It is critical that the functions of the position be conducted



correctly, and consistently.

G. Functional Requirements

Frequently:

- Sit at a desk, in a chair, and in front of a computer screen.
- Move/walk about the office, stand and/or sit during meetings.
- Use a telephone console, cellular phone, or computer-based phone solution.
- Utilize MS Teams to connect with DFPI staff when working remotely and/or when staff is working remotely.
- Bend (neck and waist), squat, kneel, and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, push and pull.
- A hybrid work environment is required.

Occasionally:

- Reach (above and below shoulder level).
- Travel via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California, which may be required.
- Lift and carry up to 10 pounds.

H. Other Information

Desirable Qualifications include:

- Highly effective communication skills (written and verbal) to effectively communicate externally, to internal leaders, and to line employees.
- Experience leading teams across organizations to solve cross-organizational challenges.
- Exercises good judgment in decision-making, exercises creativity and flexibility in problem identification and resolution.
- Manages time and resources effectively.
- Works well with others, under changing priorities, and work irregular hours when workload dictates.
- Ability to build and maintain positive working relationships across organizations.

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CONFLICT OF INTEREST

This position is subject to Title 10, § 250.30 of the California Code of Regulations, the Department of Financial Protection and Innovation’s Conflict of Interest Regulations, the incumbent is required to submit a Statements of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Employee’s Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor’s Printed Name, Classification