



Duty Statement

DIVISION		CLASSIFICATION/WORKING TITLE	POSITION NUMBER
Admin		Staff Services Manager I/Budget Manager	326-305-4800-959
UNIT/PROGRAM/SECTION		EFFECTIVE DATE	CBID
Accounting			S01
INCUMBENT		REPORTING LOCATION	IMMEDIATE SUPERVISOR
		Sacramento	
POSITION DESCRIPTION			
<p>Under the general supervision of the Accounting Administrator II (Chief Fiscal Officer), the Staff Services Manager I (Budget Manager) is responsible for managing the Budget unit's workload related to the development, implementation, monitoring, and control of the budget for the California Civil Rights Department (CRD). Responsibilities and duties include but are not limited to participation in the preparation and development of the CRD's annual budget; preparation of budget documents (Budget Change Proposals, Finance Letters, Budget Revisions, Control Section Letters, etc.), schedules (7A, 8, etc.), fiscal analyses and reports; and responsible for the review and analysis of program budgets.</p>			
<p>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.</p>			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
20%	<p>Leads and coordinates the CRD's Budget Change Proposal, Finance Letter, and May Revision Process. Reviews Budget Change Proposals, Finance Letters, and Budget Revisions for CRD. Provides recommendations to programs and budget analysts for improvements to the proposals. Provides recommendations to management on the merits of the proposals. Presents and defends proposals to the Business, Consumer Services and Housing Agency (Agency), Department of Finance (DOF), and Legislative Analyst's Office (LAO). Attend all CRD legislative budget hearings, and budget meetings with DOF and LAO staff. Prepares hearing binders. Conducts and/or oversees fiscal analysis on proposed legislation that may impact the Department; conducts special fiscal-related projects; and provides advice and recommendations to Executive staff and management staff on a broad range of fiscal-related activities.</p>		
20%	<p>Provides guidance and assistance to budget analysts in development and maintenance of the department's annual budget. This includes developing the Schedule 7A/8 reconciliation, budget galley, and supplementary schedules of the Governor's Budget in compliance with the Budget Act and other legislative or executive decisions; preparing various budget adjustments for the Department of Finance (DOF) such as retirement, employee compensation, and SWCAP adjustments, etc.; preparing and using internal reports to ensure the budget development is reconciled with internal control documents and DOF schedules and planning estimates; Completing required templates to provide budget information to be loaded into FISCAL.</p>		
20%	<p>Recruits, trains, and supervises analytical staff. Plans, organizes, directs, and reviews staff workload to ensure deadlines are met. Reviews and evaluates the work performance of direct reporting staff through the use of probation and annual appraisals to ensure budget services are performed efficiently and effectively. Provide staff with the guidance, resources, assistance, and supervision necessary for them to perform completed staff work. Recognizes the efforts and accomplishments of staff to promote morale and achieve operational efficiency, initiates and/or participates in the progressive discipline process to correct/improve employee performance/behavior or address issues of substandard performance by utilizing various resources (e.g. communication, additional training, coaching, informal/formal documentation, requirements, etc.)</p>		



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20%	Prepares and analyzes monthly expenditure projections for presentation to management and Executive staff; ensures programs and the department are within authorized budgets; works with program managers and executive staff to develop and manage division spending plans and resolve potential funding issues.
15%	Provides advice to CRD Executive staff and clients on complex, critical, and/or confidential fiscal issues. Provides technical guidance and training to clients in all areas relating to the fiscal/budget process. Disseminates and interprets DOF budget letters, Governor’s Budget, LAO Analysis, Salaries & Wages Supplement, and other fiscal/budget-related information to clients. Responsible for the development of budget training for all department managers.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Performs research and analysis as requested by the Chief Fiscal Officer and the Deputy Director of Administration.

TYPICAL WORKING CONDITIONS	
<p>The demands described are representative of those that the incumbent must meet, with or without reasonable accommodation, to perform the essential functions of the job successfully.</p> <ul style="list-style-type: none"> • Requires the ability to effectively handle the stress of multiple demands and deadlines and work in a noisy and fast-paced environment. • Requires daily use of a personal computer and related software applications at a workstation. • Requires ability to complete tasks that typically may require making repetitive hand movements in performing daily duties, with or without reasonable accommodations and modifications to facilitate such tasks. • Requires prolonged use of a workstation for 6.5 to 7 hours per day. • Requires dependability and excellent attendance records. 	
DESIRABLE SKILLS AND QUALITIES:	
<ul style="list-style-type: none"> • Knowledge of and experience in budgeting preparation, justification, and analysis. • Excellent written communication skills and ability to pay attention to detail when reviewing the work of subordinates to meet the objectives of management and the Administration effectively. • Supervisory experiences, as demonstrated by the ability to coordinate and supervise the work of others to ensure projects are satisfactorily completed in a timely fashion. • Strong analytical skills and experience resolving complex problems or issues. • Ability to plan, assign, organize, monitor, and project workload to meet work demands. • Ability to take initiative, work independently, work under pressure to meet deadlines, and easily adapt to changing priorities. • Ability to develop and maintain effective and cooperative working relationships across all levels of government. • Ability to analyze, and present ideas and information through effective verbal and written communication. • Knowledge of principles, practices, and trends of public finance and governmental budgeting and accounting; program budgeting techniques; and knowledge of the state budget and legislative processes. • Knowledge of methods and techniques of effective program management and supervision. • Ability to use various analytical techniques to resolve complex governmental budgeting and managerial problems. • Knowledge of the budget portion of the FI\$Cal system. 	



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TELEWORK DESIGNATION:

As operationally allowed, a hybrid work schedule is available.

ADDITIONAL POSITION INFORMATION:

Working Conditions

The above statements are intended to describe the general nature and level of work being performed by the incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills or working conditions associated with this job. During year-end, vacations may not be authorized, and overtime may be required.

Supervision Exercised:

The incumbent will supervise professional budget analysts.

Administrative Responsibility:

Adhere to the laws, rules, policies, and procedures pertaining to budget/fiscal functions and administrative activities in the Budget Unit.

Personal Contacts:

The incumbent regularly contacts Executive staff, accounting staff, the Department of Finance, control agency representatives, and other state agency personnel.

ACTIONS AND CONSEQUENCES:

Failure to use good judgment in handling sensitive and confidential information could violate individual privacy rights, prejudice to CRD cases, and discredit to the Department.

The statements contained in this job description 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. 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.



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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