

DUTY STATEMENT

Employee Name:	Position Number: 580-110-4800-012
Classification: Staff Services Manager I (Supervisory)	Tenure/Time Base: Permanent / Full-Time
Working Title: Budget Program Manager	Work Location: 1615 Capitol Ave. Sacramento, Ca 95814
Collective Bargaining Unit: S01	Position Eligible for Telework (Yes/No): Yes
Center/Office/Division: Financial Management Division	Branch/Section/Unit: Budget Section / Program Support Unit – Infectious Disease, Emergency Response, & Environmental Health

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.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

Competencies

The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resources' Job Descriptions webpage](#).

Job Summary

This position supports CDPH's mission and strategic plan by performing the most difficult and sensitive analytical and consultative work for the Financial Management Division (FMD), Program Support Unit (PSU) – Infectious Disease, Emergency Response, & Environmental Health (ID, ER, & EH). The Staff Services Manager (SSM) I is responsible on a day-to-day basis for the oversight of the preparation and maintenance of the budget for each of the Centers/Divisions/Offices (CDOs) they oversee; analysis of budget change proposals; issue memos, legislation, and any other proposals for each program; and for communicating with the Department of Finance and the Legislative Office on budgetary matters involving their assigned CDO. The SSM I consults and coordinates with CDPH

programs and FMD staff on budgetary matters and makes recommendations to CDPH executive management.

The incumbent works under the direction of the Staff Services Manager II (SSM II) of the Budget Section, Program Support Unit – Infectious Disease, Emergency Response, & Environmental Health.

Special Requirements

- 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)

35% **Budget Formulation**

Responsible for the development and maintenance of assigned portions of the department's budget, including detailed spending plans by the organizational unit. Responsible for performing complex fiscal analysis and evaluation of legislation, regulations, Budget Change Proposals (BCP), Finance Letters, and financial reports. Prepares budget schedules and administrative and legislative reports. Reviews and provides approval of position allocations, contracts, grants, and purchase estimates. Provides fiscal coordination and consultation to program staff, supervisors, and managers.

Reviews and routes written recommendations to management and responds to questions and inquiries regarding programmatic and fiscal impacts and feasibility of requests. Reviews and edits BCP narratives; ensures BCPs comply with state policies, departmental and Health and Human Services Agency (CalHHS) direction. Conducts reviews and analyses of BCP fiscal details. Makes recommendations to management regarding the soundness of the analysis and assumptions, consistency with policy guidelines, past submissions and declarations of the department, including whether proposal should be denied, approved, or modified. Coordinates and negotiates necessary changes to budget requests with CDPH CDOs to ensure alignment with the policy and funding priorities of the Department, CalHHS, and the Administration.

Utilizes systems such as FI\$Cal to gather financial information and enter budgetary information and requests in Hyperion, the budget management system. Coordinates with FMD Accounting Section and Human Resource Division to verify fiscal and position information for the Department-wide budget build. Assists in preparation of the Department's budget galley, supplemental schedules, and Finance Reports. Prepares complex calculations and justifications, coordinates and validates calculations and justification with CDPH programs, for the Department's various budget building drills including employee compensation and retirement adjustment budget augmentations. Prepares and coordinates the position reconciliation and Salaries and Wages Detail (Schedule 7A) galley processes.

30% Management and Consulting

Plans, organizes, and directs the daily activities within the PSU. Supervise and coordinate activities of staff, provide leadership, train, and review the work of analysts assigned to one of the program units. Co-manage and coordinate the PSU staff's fiscal drills and reports, control agency communications and deliverables and approve all reports to management to ensure relevance and accuracy. Performs consultative and analytical work for the FMD, Budget Section. Assists in developing, coordinating, reviewing, and tracking a variety of special projects, programmatic, budgetary, and fiscal drills. Coordinates and works with FMD Accounting, Program Support Branch, Human Resources Division, CDPH CDOs, as well as control and oversight agencies including CalHHS, Department of Finance, Legislative Analyst's Office, State Controller's Office, the Legislature and interagency partners during budget development process, current year funds execution process, and to resolve complex questions and issues throughout the year. Advise program and/or administrative management on financial considerations of assigned programs and impending policy changes. Assist in representing the Department on financial matters and negotiations with Finance, CalHHS, Legislative Analyst's Office, and legislative staff, when appropriate. Provides leadership recommendations on improvements to established fiscal procedures and processes. Assists with special projects, develops budgetary tracking tools. Participates in in-house training and other provided budget and staff development training.

20% Current Year Execution Monitoring

Provides oversight as well as independently prepares, maintains, and monitors budget authority and current year spending for State Operations and Local Assistance appropriations for assigned programs. Analyzes Fund Condition Statements and funding requirements for multiple programs, allocations, and expenditures to ensure compliance with provisions, regulations and guidelines. Gathers facts and relevant information on current year issues and projects, which may include interacting with internal and external high-level executive staff. Develops decision documents and presentations for senior management action in a concise and logical manner. Develops status reports, database management reports, and other tools that assist in decision-making. Identifies and corrects resources anomalies in coordination with program staff and managers. Utilizes systems such as FI\$Cal and Hyperion to gather and analyze financial reports and budget availability. Prepares Budget Act section letters and budget revisions as needed. Provides the Administrative Division management / FMD management with ongoing updates and analysis of issues backed by supporting data. Reviews and edits outgoing correspondence from analysts, provides and validates fiscal data and analysis, and coordinates necessary changes with program staff and managers. Research, assess and analyze the status of the Budget Act appropriations for fiscal year-end.

10% Special Approvals

Reviews Standard Form 607s to ensure funding and position authority are appropriate for management-level approval as well as Section 31 requests for Finance approval. Reviews and processes grant applications and various funding requests; tracks and reports on the grant authority requirement and the status grant funded projects' expenditures. Responds (via telephone or email) to confidential and sensitive departmental and program issues or questions; researches, analyzes, and evaluates data, material, or sensitive situations that arise and makes recommendations to management, takes action to resolve.

Marginal Functions (including percentage of time)

5% Performs other work-related duties as needed.

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

HRD Use Only:

Approved By: NW

Date: 6/11/24