



Classification: Staff Services Manager I
 Position Number: 880-550-4800-022

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-550-093	Classification Title: Staff Services Manager I	Position Number: 880-550-4800-022
Incumbent Name: Vacant	Working Title: Staff Services Manager I	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: S01
Division/Office: Division of Financial Assistance		Section/Unit: Loans & Grants Admin Section II
Supervisor's Name: Anabel Ruiz		Supervisor's Classification: Staff Services Manager II

Human Resources Use Only:	
HR Analyst Approval:	Date:

General Statement
Under the general direction of a Staff Services Manager II and consistent with good customer service practices and the goals of the State and Regional Board's Strategic Plan, the incumbent is expected to be courteous and provide timely responses to internal/external customers, follow through on commitments, and to solicit and consider internal/external customer input when completing work assignments.
Position Description
The Staff Services Manager I is responsible for directly supervising administrative staff that perform a variety of administrative functions for the Agreements Servicing Section, in coordination with management, to ensure program consistency.
Essential Functions (Including percentage of time):



45%	<p>Supervises and directs activities of subordinate staff while providing leadership, guidance and support associated with the development of local assistance funding agreements, amendments and related encumbrances for water quality projects.</p> <p>Reviews funding agreements, amendments, encumbrances and related documents for accuracy, completeness and consistency, including scopes of work, line-item budgets, loan repayment schedules and deliverable dates proposed by technical project managers as well as reviewing special terms and conditions to facilitate successful project completion. Assures proper and uniform application of administrative procedures in compliance with the State Water Board's policies, regulations, and requirements. Directs and advises staff on the administrative close-out of funding agreements. Develops workplans, goals, objectives, and priorities for subordinate staff, manages unit workload and assignments, tracks assignment progress and delegates responsibilities. Resolves difficult issues with the development of funding agreements, amendments and encumbrances and assures timely completion of all related requirements. Develops performance standards and expectations for drafting, routing, encumbering, execution and administrative close-out of funding agreements. Assists other units, sections, divisions and senior management with high-level policy and procedure decisions and directs staff accordingly.</p>
35%	<p>Collaborates and coordinates with the State Water Board's Office of Chief Counsel on the development and implementation of funding agreement templates, forms and related procedures and expectations. Collaborates and coordinates with the Division of Administrative Services' Accounting Section on the development and implementation of encumbrance forms and procedures, including the encumbrance of state and federal funds within Fi\$Cal. Directs, trains and advises staff on the encumbrance of funding agreements within Fi\$Cal and related encumbrance forms, databases and tracking tools. Directs staff and consults with funding recipients and other units on the development of funding agreements, amendments and encumbrances. Directs staff and collaborates and coordinates on project funding with external stakeholders, divisions and agencies, including the State Controller's Office, Division of Water Quality and the Regional State Water Boards. Analyzes, develops, and proposes solutions within funding agreements for complex funding problems in coordination with technical, legal and accounting teams. Implements and ensures accurate reporting of funding agreements and related financial data within various division tracking tools, including the Loans and Grants Tracking System. Develops and implements procedures for the drafting, routing, execution and encumbrance of funding agreements and amendments and related documents, including supplemental agreements, deeds of trust and Uniform Commercial Code liens.</p>
Marginal Functions (Including percentage of time):	
10%	<p>Develops, evaluates, and tracks key performance indicators for the unit. Plans and assigns workload for subordinate staff while providing related guidance and mentoring. Participates in meetings and trainings as required. Develops and presents trainings to subordinate staff, division staff and external stakeholders. Assists in responding to requests for information from the Legislative Analyst's Office, Department of Finance, and other internal and external stakeholders, as necessary. Assists with internal and external audits.</p>



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5%	Represents the division and State Water Board at special meetings, conferences, and roundtables. Provides briefings to division management on performance outcomes, any administrative issues and any recommended program or procedure improvements.
5%	Perform other duties as required.

Typical Physical Conditions/Demands:

The job requires extensive use of a personal computer and the ability to sit/stand at a desk, utilize a phone, and type on a keyboard for extended periods of time. Ability to lift 15 pounds, bend and reach above shoulders to retrieve files and/or documents, work in inclement weather and travel in a vehicle or other mode of transportation for up to ten hours. Occasionally, navigate uneven, rugged terrain for extended periods of time, in extreme temperatures throughout the workday, carry more than 20 pounds, standing/sitting for long periods of time, etc.

Typical Working Conditions:

The incumbent works in a high-rise office building. The work schedule is Monday through Friday. Telework and hybrid workspace options may be available based on operational needs. Travel may be required.

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 a copy of this duty statement.

Supervisor Name	Supervisor Signature	Date
Employee Name	Employee Signature	Date