



Classification: Staff Services Manager II
 (Managerial)
 Position Number: 880-600-4969-004

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-600-075	Classification Title: Staff Services Manager II (Managerial)	Position Number: 880-600-4969-004
Incumbent Name: Vacant	Working Title: Budget Specialist Lead	Effective Date: November 2024
Tenure: Permanent	Time Base: Full Time	CBID: M01
Division/Office: Division of Administrative Services		Section/Unit: Budget Branch
Supervisor's Name: Ryan Wilson		Supervisor's Classification: Staff Services Manager III

Human Resources Use Only:	
HR Analyst Approval: Katie Hill	Date: 11/13/2024

General Statement
Under the general direction of a Staff Services Manager III/Budget Officer 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 II (SSM II) has primary responsibility for both budget development and administration functions and provides backup support to the Staff Services Manager II/Assistant Budget Officer in the Budget Branch within the Division of Administrative Services (DAS) of the State Water Resources Control Board (SWRCB), including position control and federal grant coordination. This position works with a high degree of autonomy and independence in identifying and resolving budgetary issues. The SSM II works with Agency staff and control agencies, such as the Department of Finance, State Controller's Office, Department of General Services, and the Legislature. The position will provide primary supervision to a team of (3) Staff Services Managers (Specialist) and backup support of (11) analysts and (2) Staff Services Managers.
Essential Functions (Including percentage of time):



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30%	<p>Responsible for development, preparation and monitoring of the Water Boards Annual Budget, including preparing budget change proposals (BCPs), incorporating the budget into galley and schedules for the Governor’s Budget, responding to budget drills, as well as responding to inquiries from the Department of Finance (DOF), Legislative Analyst’s Office, State Controller’s Office, and the Governor’s Office. Perform the most complex work related to the development of the Board’s annual budget by ensuring the accuracy and timely delivery of all DOF drills, reports, and Schedules. Plan, coordinate, maintain, and direct all internal budget development including the following: Budget Calendar, organizational, controlled line item (contract, equipment, out-of-state travel) and program allotments, and proposed allotment revisions. Proactively work with DOF to respond to drills, resolve issues and provide Budget Branch management recommended solutions. Prepare Budget Act Section Letters, Executive Orders, and budget revisions. Monitor, analyze, and respond to all DOF Budget Letters. Ensure all BCPs comply with State Policies and departmental standards by reviewing and editing narrative descriptions and providing fiscal details and analysis. Ensure the accuracy of the Board’s budget in the Hyperion, FI\$Cal, and any related databases. Make recommendations to program management regarding the quality and thoroughness of submitted proposals and consistency with policy guidelines. Coordinate and work with Position Control Officer, Federal Grant Coordinator, Budget Technical Specialist, Human Resources, Accounting, and Business Operations Branch during budget development process, Schedule preparation, and act as a subject matter expert for all budget related issues (such as Hyperion entries and adjustments, and various contract, procurement, and position control inquiries). Prepare schedules, budget summaries and reports as directed by the Department of Finance and the California Environmental Protection Agency. Direct the staff of the Budget Office to provide SWRCB programs with expenditure and revenue reports. Review and ensure accuracy of financial reports. Track department expenditures and prepare budget management reports to executive staff to ensure operational costs are within budget allotments. In collaboration with the Budget Officer (SSM III), make presentations to executive management on budget issues. Supervise and develop staff and ensure the timely completion of timesheets and probationary reports. Monitor workload and adjust as needed to ensure coverage and timely completion of work products.</p>
25%	<p>Track and coordinate with various programs and Fee Unit on revenue and expenditure estimates, including preparation of cost driver tables for fee stakeholder meetings. Prepare fund condition statements and communicate fund performance to Budget Branch management, executive, and program management; and coordinate with both Program and Technical Budget Units to advise Regional and State Board management on spending trends and program balances. Provide cash flow and long-range fiscal planning estimates to ensure sufficient resources are available to accomplish Board objectives. Coordinate with the Program Budget Unit to implement budget changes from BCPs, Program Task Requests (PTRs), control section and technical adjustments. Reconcile the Board’s budget system to DOF budget figures. Maintain accurate cost code records and provide consultation on the proper use of cost codes as applied to the legal activity and itemization of expenditures. Provide oversight of the Federal Grant Administration process including the creations of Indirect Cost Rate Proposal and Federal Schedules. Review and approve program Budget Change Proposals. Coordinate and work with Human Resources, Accounting, Fee Unit and</p>



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	<p>Business Operations Branches during budget implementation and maintenance process, and act as a subject matter expert for all budget related issues. Lead or participate in divisional workgroups and teams to provide subject matter expertise. Consult with supervisors and Executive Management on high priority, critical issues and activities and communicate the status of all ongoing assignments on a routine basis. Conduct research on all Budget issues, gather pertinent data, and prepare related reports. Complete special assignments and projects requested by the Budget Officer and other members of the management team. Establish appropriate coding for various fund sources and create systems to track expenditures and fund balances.</p>
20%	<p>Establish unit objectives and assure that Departmental priorities are met through careful planning, organizing, and scheduling of available resources to meet budgeting requirements. Review, monitor, and draft budgetary procedures on a continuous basis to determine and maintain adequacy in accomplishing the policies, standards, and objectives set forth by the Budget Officer. Plan and develop training programs and materials in adherence of the Budget Office management plan. Organize, coordinate, and conduct ongoing system trainings to junior Budget Branch staff as well as the Water Board's twelve divisions and nine regional boards. Consult with managers and staff to identify and evaluate training needs and make changes to training programs. Implement onboarding plans according to the Budget Office management plan and established expectations. Manage and contribute to automation projects related to the Budget Branch's internet and intranet websites and maintains the content through coordination with the Division of Information Technology (DIT). Develop online resources to provide current revenue and expenditure information to internal/external customers and represent the Budget Branch in DIT meetings to assist in the development and implementation of new systems, databases, and procedures that will be implemented Board-wide.</p>
20%	<p>Responsible for preparing fiscal estimates for legislative bill analysis, ensuring all fiscal considerations are included; and preparing costings for information technology projects and other special projects. As the SWRCB budget subject matter expert, address issues from a broad budgetary perspective, considering both short-term and long-term implications, by providing creative and innovative solutions. Coordinate and assist other Board, departments, or offices and state departments with preparation of quarterly and annual reporting requirements of shared funds and joint resources, including program level breakdowns of expenditures, unliquidated encumbrance balances, cash flow projections, and appropriations. Maintain up-to-date knowledge on the FI\$Cal project implementation. Attend forums, training sessions, and workgroups. Complete all University of FI\$Cal training modules. Act as subject matter expert to internal FI\$Cal leads concerning Budget Office issues. Implement change management techniques to maintain Budget Office processes and standards. Maintain and communicate up-to-date knowledge of budget policies, procedures, rules and regulations; keep staff and management informed of changes; act as a consultant to program staff, directorates and control agencies. Actively participate as a member of the Budget Office management team.</p>



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Marginal Functions (Including percentage of time):	
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 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.

Typical Working Conditions:
 The incumbent works on the 18th floor of a high-rise office building in downtown Sacramento, in an enclosed, non-windowed office cubicle in a smoke-free environment. The work schedule is Monday through Friday. Mandatory overtime, including evening and weekend work may be necessary during budget development and year end closing process or when the department is mission tasked. Travel may be required locally and within the state.

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
Ryan M. Wilson		

Employee Name	Employee Signature	Date