

**Proposed
Department of Health Care Access and Information
Duty Statement**

Employee Name Vacant	Organization Office of Administrative Services	
Position Number 441-160-4802-XXX	Location Sacramento	Telework Option Hybrid
Classification Staff Services Manager III	Working Title Chief Financial Officer	

General Description	
Under the general direction of the Deputy Director of the Office of Administrative Services (OAS), 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 Business Services, Accounting, and Budget Offices, the Chief Financial Officer (CFO) oversees critical functions including budgetary planning, grant management, accounting operations, and business services. 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.	
Supervision Received	Reports directly to the Deputy Director of OAS.
Supervision Exercised	The SSM III directly supervises one Staff Services Manager II (Managerial), one Staff Services Manager II (Supervisory), and one Accounting Administrator II.
Physical Demands	Must possess and maintain sufficient strength, agility, endurance, and sensory ability to perform the duties contained in this duty statement with or without reasonable accommodation.
Typical Working Conditions	Required prolonged sitting and use of telephone and video data terminals and frequent contact with employees and the public. Hours of work to cover business hours of 8:00 a.m. to 5:00 p.m. Extra hours may be necessary beyond scheduled work hours. Occasional infrequent travel may be necessary to HCAI's Los Angeles, California field office.

Job Duties	
E = Essential, M = Marginal	
40%	E Oversee the section 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 HCAI's business needs and objectives. Engage with control agencies like the Health and Human Services 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 section managers, and spearhead the development, management, and implementation of policies, procedures, and tools that fulfill HCAI'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.

Proposed

Develop and use metrics that indicate a baseline of the effective delivery of Fiscal services to HCAI staff and a measurement of progress over time. Identify, develop, and implement work-tracking tools to monitor success and identify barriers facing the section. 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 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 section. 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 HCAI. Collaborate closely with HCAI 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 section 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 HCAI. 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 section. This includes financial management, budgeting, contracting, procurement requests, project management, labor coding, and cost monitoring. Act as a backup for the Deputy Director of OAS and perform other job-related duties as required. Prepare briefings and reports about section 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 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.

Proposed

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.

Other Expectations

- Demonstrate a commitment to performing duties in a service-oriented manner.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Ensures an inclusive work environment where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to following best practices and applying office-wide standards throughout the organization.
- Demonstrate the ability to establish and maintain priorities, successfully complete work assignments, and meet deadlines as required.
- Show initiative in making work improvements, identifying, and correcting errors, and initiate work activities.
- Demonstrate the ability to gain and maintain the confidence and cooperation of others.
- Demonstrate a commitment to building an inclusive work environment that promotes HCAI's diversity, equity and belonging where employees are appreciated and comfortable as their authentic selves.
- Demonstrate a commitment to maintaining a work environment free from workplace violence, discrimination, and sexual harassment.
- Demonstrate a commitment to HCAI's mission, vision, and goals.
- Demonstrate a commitment to HCAI's Core Values.
- Maintain good work habits and adhere to all HCAI policies and procedures.

To Be Signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position

I have discussed the duties and expectations of this position with the employee.

Employee Signature/Date

Supervisor Signature/Date