



Classification: Staff Services Manager III
 Position Number: 880-550-4802-001

DUTY STATEMENT

CURRENT PROPOSED

RPA Number: 24-550-113	Classification Title: Staff Services Manager III	Position Number: 880-550-4802-001
Incumbent Name: Vacant	Working Title: Staff Services Manager III	Effective Date: TBD
Tenure: Permanent	Time Base: Full-Time	CBID: M01
Division/Office: Division of Financial Assistance		Section/Unit: Loans & Grants Admin Section II
Supervisor's Name: Joshua Ziese		Supervisor's Classification: Career Executive Assignment Level A, Assistant Deputy Director

Human Resources Use Only:	
HR Analyst Approval: <i>Paula Fisher-Luna</i>	Date: 12/11/2024

General Statement
Under the general direction of a Career Executive Assignment Level A, Assistant Deputy Director, 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 III is responsible for leading, managing, and directing the Loans & Grants Admin Section II.
Essential Functions (Including percentage of time):



30%	<p>Organize, plan, direct and provide leadership to the loans and grants administration section that is responsible for the successful administration of various funding programs, fiscal and administrative functions, and division support duties. Responsible for the coordination of multiple units within the Division performing complex administrative functions including, multi-million-dollar loan/grant funding agreement development, state and federal budget management, program and state operation fiscal development, and disbursement and loan billing oversight of various State and federally funded programs including the Drinking Water and Clean Water State Revolving Funds, general obligation bond programs, the Safe Affordable Drinking Water Fund and the Clean-up and Abatement Account program. Responsible for the Administration and Fiscal Units, which includes business services, training, information technology, budget development and administration, fiscal forecasting and State Revolving Fund (SRF) revenue bond sales and coordination with various State Water Board divisions.</p>
25%	<p>In coordination with the technical management team, develop and implement, or refine, policies, guidelines, and procedures to improve the efficiency and effectiveness of programs in the Branch and ensure compliance with applicable laws. Respond to and take the lead in resolving the most complex, sensitive, or difficult inquiries from local, State, and federal officials, and the public regarding the policy and procedures of programs in the Administration section.</p>
20%	<p>Represent the Division and Water Board at special meetings and conferences to ensure proper and uniform application of administrative procedures in compliance with the State Water Board's policies, regulations, and requirements. Oversee internal audits of financial agreements and work with control agencies on external audits. Coordinate with the Office of Enforcement and Office of Chief Counsel, when necessary, to ensure compliance with and enforcement of financial agreements. Analyze legislation impacting the programs in the Branch and makes recommendations for changes. Plan, organize, and direct budget and fiscal administration for the Division of Financial Assistance (DFA). Coordinate budget and accounting activities affecting the Division with the Division of Administrative Services, including implementation of FI\$Cal. Act as Assistant Deputy Director in their absence as directed.</p>
20%	<p>Perform various management responsibilities such as personnel recruitment, hiring and training; communicating expectations to and receiving feedback from staff; develop annual strategic workplans that identify goals, objectives, and priorities; delegate responsibilities; review staff work for accuracy and completeness, and monitor activities for quality control and compliance with laws, rules, regulations, policies, and procedures. Resolve complex issues and assure timely completion of all program requirements. Maintain signatory authority for Division contracts and payment requests.</p>
Marginal Functions (Including percentage of time):	
5%	Perform other duties as required.



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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