



DUTY STATEMENT
Department of Finance
Human Resources Office

The Department of Finance's mission is to serve as the Governor's chief fiscal policy advisor and to promote long-term economic sustainability and responsible resource allocation.

NAME		EFFECTIVE DATE	Month, Day, Year
UNIT		POSITION NUMBER	300-788-7500-XXX
CLASSIFICATION	Assistant Program Budget Manager, CEA Level B		

SCOPE

Under the general policy guidance of the Program Budget Manager (PBM), this position exercises very independent policy influencing and decision-making authority over the assignment area, in particular, and on behalf of the PBM in their absence.

This position serves as the Assistant Program Budget Manager in the Criminal Justice and General Government Unit, overseeing budget and policy aspects of the Judicial Branch; three constitutional offices, including the Department of Justice, Secretary of State, and Department of Insurance; California Gambling Control Commission; California Victim Compensation Board; and Governor's Office of Business and Economic Development.

The incumbent is required to have a very extensive knowledge of principles, practices and trends of public finance, governmental budgeting and accounting; program budgeting techniques; exercise a high degree of initiative, independence of action, creativity and originality; demonstrate tact and good independent judgment; communicate effectively; develop and maintain effective and cooperative working relationships; supervise a team of employees; work under pressure to meet deadlines; and maintain consistent, predictable attendance in the performance of these specific functions:

ESSENTIAL FUNCTIONS

35%	Participates in the formulation, improvement, management, and evaluation of the Administration's statewide fiscal plans, programs, and policies affecting or affected by the assignment area.
25%	Represents and negotiates for the Department of Finance and the Administration and within assignment area.
10%	Participates at the Agency level in the development of the Governor's legislative program in matters involving major fiscal policy.
10%	Reviews legislation with fiscal or programmatic impact in assignment area.
10%	Testifies before legislative committees.

10%	Informs staff of changes in the Administration's goals, policies, and positions.
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KNOWLEDGE, SKILLS, AND ABILITIES

The incumbent is required to possess the following knowledge:

- Organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch
- Principles, practices, and trends of public administration, organization, and management
- Techniques of organizing and motivating groups
- Program development and evaluation.
- Methods of administrative problem solving
- Principles and practices of policy formulation and development
- Personnel management techniques
- The department's or agency's equal employment opportunity objectives
- A manager's role in the equal employment opportunity program

The incumbent is required to possess the following skills and abilities:

- To plan, organize, and direct the work of multidisciplinary professional and administrative staff.
- Analyze administrative policies, organization, procedures, and practices.
- Integrate the activities of a diverse program to attain common goals.
- Gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters.
- Develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches
- Analyze complex problems and recommend effective courses of action.
- Prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.

SIGNATURES

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the assigned HR analyst.) I also acknowledge, under certain circumstances, I may be required to physically come into the office at any time within a reasonable amount of time.

EMPLOYEE SIGNATURE		DATE	
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I certify this duty statement represents a current and accurate description of the essential functions of this position. I have discussed the duties of this position and have provided a copy of this duty statement to the employee named above.

SUPERVISOR NAME	
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SUPERVISOR SIGNATURE		DATE	
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PROGRAM BUDGET MANAGER (PBM) NAME	
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PBM SIGNATURE		DATE	
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