

**DUTY STATEMENT**

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| Employee Name:  | Position Number:<br><b>580-820-4800-007</b>  |
| Classification:<br>Staff Services Manager I   | Tenure/Time Base:<br>Permanent/Full-time   |
| Working Title:<br>Fiscal Planning Chief   | Work Location:<br>1616 Capitol Ave., Sacramento, CA 95814                                  |
| Collective Bargaining Unit:<br>S01  | Position Eligible for Telework (Yes/No):<br>Yes  |
| Center/Office/Division:<br>Center for Health Care Quality/Office of Internal Operations | Branch/Section/Unit:<br>Fiscal Services Branch/Fiscal Forecasting Section/Development Unit |

All employees shall possess the general qualifications, as described in California Code of Regulations Title 2, Section 172, which include, but are not limited to integrity, honesty, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, and the ability to work cooperatively with others.

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing) in dealing with the public and/or other employees; develop and maintain knowledge and skill related to specific tasks, methodologies, materials, tools, and equipment; complete assignments in a timely and efficient manner; and adhere to departmental policies and procedures.

All California Department of Public Health (CDPH) employees perform work that is of the utmost importance, where each employee is important in supporting and promoting an environment of equity, diversity, and inclusivity, essential to the delivery of the department's mission. All employees are valued and should understand that their contributions and the contributions of their team members derive from different cultures, backgrounds, and life experiences, supporting innovations in public health services and programs for California.

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**Competencies**


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The competencies required for this position are found on the classification specification for the classification noted above. Classification specifications are located on the [California Department of Human Resource's Job Descriptions webpage](#).

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**Job Summary**


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This position supports the California Department of Public Health's (CDPH) mission and strategic plan by maximizing and stabilizing funding sources and demonstrating responsible financial stewardship.

The Staff Services Manager I (SSM I) works independently in the planning, organizing, managing, and directing the work of the Development Unit. The incumbent directs the activities of the unit staff and is responsible for all aspects of the November and May Revision Estimate, annual License and Nursing Home Administrators Program fees, and the annual federal grant proposal to the Centers for Medicare and Medicaid Services (CMS). The incumbent also manages the Center for Health Care Quality (CHCQ) Budget and coordinates the development and preparation of Budget Change

Concepts (BCCs), Budget Change Proposals (BCPs), Bill Analyses, Section Letters, Budget Revisions, stakeholder requests and other inquiries and documentation as requested on behalf of the department or other control agencies. The incumbent must possess thorough knowledge of Licensing and Certification, State and Federal laws, regulations, State Budgeting processes, as well as Department/Program policies and procedures. The SSM I will set performance goals, schedule work and special projects, and liaise with the District Office managers and professional staff as necessary. The incumbent must proficiently utilize Microsoft Office software such as Excel, Word, PowerPoint, State of California – Health and Human Services Agency California Department of Public Health Visio, and Outlook to perform the administrative work for CHCQ’s operational needs, as well as other CDPH and CHCQ databases and systems.

The incumbent works under the general direction of the Staff Services Manager II (SSM II), Chief, Fiscal Forecasting Section (FFS) within the Fiscal Services Branch (FSB).

### **Special Requirements**

- Conflict of Interest (COI)
- Background Check and/or Fingerprinting Clearance
- Medical Clearance
- Travel:
- Bilingual: Pass a State written and/or verbal proficiency exam in
- License/Certification:
- Other:

### **Essential Functions (including percentage of time)**

30% Plans, organizes, manages, and directs staff responsible for the research, compilation, and analysis of structured and unstructured data, as well as the complex technical and professional responsibilities related to the November and May Revision Estimate process. Makes recommendations to management and writes and prepares documents for submission to the Department of Finance and the Legislature. Uses project management methodologies to establish project charts, work-plans, and project plans for change implementation. Identifies, analyzes, and prepares risk mitigation tactics for the November and May Revision Estimate. Coordinates with other programs, other agencies, and management to assess potential impact to the CHCQ funding (federal and state) based on changes in law and regulations. Presents materials and information about the CHCQ’s funding at meetings. Collaborates with workgroups to resolve issues.

25% Recruits, trains, and evaluates staff performance while promoting team building. Assigns tasks, establishes deadlines, manages workload/workflow, and tracks and reviews staff’s assignments to ensure work is complete, accurate, and timely. Approves and/or disapproves Merit Salary Adjustments, alternate changes, and other personnel actions. Administers a constructive feedback process with employees and works with the Performance Management Unit in the Human Resources Division (HRD). Prepares timely probationary reports, individual development plans and, if warranted, corrective action materials. Meets with staff regularly to discuss assignments and performance. Reviews and approves all types of leave requests and timesheets. Develops and edits duty statements, conducts hiring interviews, completes hiring packages and other personnel actions as necessary. Provides supervision to staff in accordance to Bargaining Unit Contracts/Memorandums of Understanding (MOUs) and CalHR laws and rules. Advises

employees regarding personnel programs and policies by providing the most current policies and resources, including Employee Assistance Program, Family Medical Leave Act and Worker’s Compensation. Participates in the recruitment process by developing and editing duty statements, conducting hiring interviews, and retaining complete hiring packages.

20% Directs the work of staff in preparing the annual federal grant proposal to the Centers for Medicare and Medicaid Services (CMS). This includes the development and maintenance of accounting systems necessary to monitor program costs associated with the federal oversight of providers participating in the CMS programs. Coordinates with program staff on budgeted activities to be accomplished with available federal award monies. Monitors the federal grant expenditures to assure conformance to the approved federal budget awards and reports quarterly to CMS. Coordinates and oversees the field time reporting system used to allocate costs between state and federal activities of the district office staff.

10% Manages and coordinates the development and preparation of BCCs, BCPs, Bill Analyses, Section Letters, Budget Revisions, stakeholder requests and other documentation as requested on behalf of the department. Utilizes data from FISCAL reports and CDPH databases and systems to develop funding information for the preparation of BCPs, Transfer of Budget Allotments, proposed legislation/bill analysis and budget revisions. Makes recommendations to management regarding proposals that need to be developed. Responsible for critical review, analysis, and recommendation on the implementation of the State Budget, statutes, pending legislation, and grant awards which have fiscal impact on CHCQ’s budget and fees for the health facilities.

10% Partners and coordinates with internal and external partners and management of CHCQ, as necessary, to complete a variety of drills/inquiries or special projects in a timely manner. Develops tracking reports and other communications as needed for the SSM II and CHCQ’s leadership. Keeps CHCQ’s management apprised of new and ongoing issues and projects as needed. Attends meetings and trainings as needed to stay abreast of CDPH’s new and current guidelines, policies, and procedures.

**Marginal Functions (including percentage of time)**

5% Acts as the lead in the absence of the SSM II on various projects, provides leadership and guidance to staff, and performs other work-related duties as required.

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

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

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|------------------------|------|----------------------|------|
| Supervisor’s Name:     | Date | Employee’s Name:     | Date |
| Supervisor’s Signature | Date | Employee’s Signature | Date |

**HRD Use Only:**  
Approved By: DS  
Date: 7/25/2022