

DUTY STATEMENT

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Employee Name: Vacant	Current Date: March 2025
Classification: C.E.A.	Position #: 673-820-7500-002
Division/Office: Fiscal Services Division	CBID: M01
Section: Fiscal Services Division	
Supervisor Name: Edna Murphy	Supervisor Classification: C.E.A.

I certify that this duty statement represents an accurate description of the essential functions of this position.	
Supervisor:	Date:

I have read this duty statement and agree that it represents the duties I am assigned.	
Employee:	Date:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physicals.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast-moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require the use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input checked="" type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

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FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position **DIRECTLY** supervises: 4

Total number of positions in Section/Branch/Office for which this position is responsible: 85

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position **LEADS**: N/A

MISSION OF SECTION: The Executive Office plans, organizes, and directs the work of the California Air Resources Board's (CARB) divisions responsible for protecting air quality in California.

CONCEPT OF POSITION: Under the general direction of the Deputy Executive Officer, Internal Operations, the Chief of Fiscal Services Division (FSD), directly and through subordinate managers, is responsible for the day-to-day administration of all activities related to Fiscal Services, Accounting, Budgets, Audits and Acquisitions (non-IT Contracts and Procurements), including substantial participation in the formulation, operation, evaluation, and implementation of Fiscal policies, processes, practices and reporting related to budget, fiscal Accounting, Audits and Acquisitions (non-IT Contracts and Procurements). The FSD Chief works closely with the Executive Officer, Deputy Executive Officers, CARB Division Chiefs, and FSD management team to develop policies affecting all internal programs and activities and consults with the Executive Office, management, and staff on Fiscal matters.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
35%	<p>Lead the Fiscal Services Division in facilitating high-level policy formulation and decision-making processes, ensuring the strategic utilization of budgetary, accounting, audits and non-IT procurement and contracting functions. Apply tools and principles effectively to align with CARB's business needs and objectives.</p> <p>Serve as the primary representative of the Fiscal Services Division and/or CARB in engagements with control agencies such as the Department of Finance, State Controller's Office, Department of General Services, and Legislative Analyst Office. Interface with employees and stakeholders to address a spectrum of fiscal issues and activities. Responsible for administering all pertinent laws and regulations governing Accounting, Budgets, Non-IT Procurement, and Contracting. As a leader of subordinate FSD managers, spearhead the development, management, and implementation of policies, procedures, and tools that effectively fulfill</p>

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	<p>CARB's fiscal responsibilities, prioritizing a commitment to delivering high-quality customer service.</p> <p>Develop, implement, monitor, and report on internal controls to promote adherence to laws and regulations. Develop and use metrics that indicate a baseline of the effective delivery of Fiscal services to CARB staff and a measurement of progress over time. Identify, develop, and implement work-tracking tools to monitor success and identify barriers facing the Fiscal Services Division located in Sacramento and Riverside.</p>
35%	<p>Serve as the principal advisor to the Deputy Executive Director of Internal Operations on matters related to Fiscal functions and activities. Maintain continuous awareness and knowledge of current changes and trends that impact FSD, such as changes in laws and regulations, court cases, and proposed legislation changes. Provide consultation, advice, and recommendations to all levels of departmental staff in the interpretation and implementation of statewide policies and procedures related to the Fiscal functions of CARB and CalEPA. Collaborate closely with CARB division chiefs and the CalEPA to provide seamless and well-coordinated services. Participates in developing program implementation plans and other long-range planning and policy development activities and personally handles the most sensitive matters.</p> <p>Lead strategic planning for FSD. Work collaboratively within Internal Operations and CARB to identify and jointly implement Fiscal responsibilities for CARB policy goals set by executive order, statute, or governing rules. Manage operations, competencies, and performance of FSD by continuously seeking process improvements in organizational policies and programs, department budgets, and the assessment and forecasting of department fiscal needs. Develop a customer service model, with both an internal and external orientation, that provides CARB managers, supervisors, and employees assistance and guidance in processing all Fiscal transactions.</p>
25%	<p>Oversee, guide, and direct the development and implementation of workforce and financial management activities for FSD, including financial management, budgeting, contracting and procurement, project management, and cost monitoring. Serve as a steward of CARB's core values of accountability, excellence, integrity, and open communication, as well as diversity, equity, and inclusion, and promote these values in FSD.</p> <p>Act as a backup for the Deputy Executive Director, Internal Operations, as needed, in the areas of Fiscal operation and perform other job-related duties as required. Prepare briefings and reports about FSD metrics,</p>

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	accomplishments, and challenges for the EO and decision-makers upon request, understand CARB and CalEPA direction in the adopted strategic directives, and ground the delivery of Fiscal services.
5%	Perform duties such as recruiting, interviewing, and hiring staff to fill vacancies; coach and mentor direct reports; prepare and evaluate employees; and complete performance appraisals and probationary reports. When necessary, initiate disciplinary proceedings and adverse action; provide training and development opportunities for staff.