

POSITION DUTY STATEMENT

DFPI-HRO 203 (Rev. 08-21)



NAME Vacant	EFFECTIVE DATE TBD
CLASSIFICATION TITLE CEA A	POSITION NUMBER 410-110-7500-XXX
WORKING TITLE Assistant Deputy Commissioner	DIVISION/OFFICE/UNIT/SECTION Administration – Fiscal Management and Business Operations Office
BARGAINING UNIT	GEOGRAPHIC LOCATION Sacramento

General Statement: Under the general direction of the Deputy Commissioner of Administration, the Assistant Deputy Commissioner of Fiscal Management and Business Operations (CEA A) is responsible for providing operational leadership and oversight of policies within the Fiscal Management Office (FMO) and Business Operations Office (BOO). The CEA A ensures the effective development and implementation of key policies related to budgeting, financial planning, procurement, contracting, facilities management, and compliance with state regulations. The role focuses on managing operations, ensuring compliance with state and departmental guidelines, and optimizing resource allocation to meet operational goals. Leads the implementation of the business units to ensure fiscal and operational responsibility.

A. Specific Assignments [Essential (E) / Marginal (M) Functions]:

30% Budget and Financial Planning (E)

The CEA A implements budgeting and financial planning policies, ensuring compliance with the California Financial Code, the State Administrative Manual, and other relevant state regulations. The CEA A is responsible for the overall policy and procedures relating to budgets and forecasting. Prepares and proactively works to assist the CEA B with the budget. Collects, prepares, and analyzes monthly budgets and financial analysis for the Department. Considers fiscal impact of new policies and procedures and the impact to the department. The CEA A oversees the departmental policies for budgeting, accounting, and revenue tracking. Facilitates and reviews annual expenditures and revenues to forecast budgets for the Department.

30% Procurement and Contracting (E)

The CEA A is responsible for the development of a Department wide contracts and procurement section to oversee the implementation of procurement and contracting policies in alignment with the State Contracting Manual (SCM) and Department of General Services (DGS) standards. Provide division leadership for the activities that provide consultative services to the business areas to develop and realize solutions to procurement issues that best meet the demands of each program area's unique business need. Provide oversight of special projects associated with complex

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procurements and contracts and provide consultations to Executives on sensitive and high-dollar procurements and contracts. Oversee the development of alternative solicitation methods where appropriate. Participate in highly sensitive and complex negotiations between contractors, program areas and the legal office.

20% Facilities Management (E)

The CEA A is responsible for the development of facilities management policies in compliance with DGS guidelines and Occupational Safety and Health Administration (OSHA) standards. This includes space planning, maintenance, and the enforcement of safety protocols to ensure the efficient use of physical resources in DFPI's statewide locations. The CEA A coordinates with external vendors and state agencies to maintain facilities that meet operational needs, while ensuring compliance with relevant regulations.

15% Operational Compliance and Risk and Asset Management (E)

The CEA A ensures the implementation of policies related to operational compliance and risk management. This includes monitoring internal controls, conducting risk assessments, and ensuring compliance with state financial and operational guidelines. The CEA A is responsible for identifying and mitigating operational risks to safeguard the Department's financial integrity and prevent non-compliance with state regulations. The CEA A is responsible for overseeing the management of vendor contracts and departmental assets. This includes implementing policies that govern inventory control, asset procurement, and vendor performance evaluations. The CEA A ensures that these policies comply with DGS guidelines and optimize the department's operational resources, ensuring effective asset management across the organization.

5% Administrative Activities (M)

The CEA A oversees administrative activities within FMO and BOO, including staff evaluations, budget requests, and recruitment processes. They ensure that the operational aspects of these offices function smoothly and are in compliance with established administrative policies, focusing on ensuring operational accountability and efficiency.

B. Supervision Received

CEA A reports directly to and receives the majority of assignments from the Deputy Commissioner of Administration; however, direction and assignments may also come directly from the Chief Deputy Commissioner (Exempt) or Commissioner (Exempt).

C. Supervision Exercised

The CEA A is responsible for the direct supervision of two Staff Services Manager III's.

D. Administrative Responsibility

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The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

E. Personal Contacts

The CEA A has daily contact with all levels of Department personnel, the executive staff, as well as representatives from other state agencies, control agencies, legislative staff, and the general public.

F. Actions and Consequences

Regular and consistent attendance is critical to the successful performance of this position due to the workload and time-sensitive nature of the work. The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

G. Functional Requirements

Works primarily onsite, with one day of Telework available with an approved Telework agreement on file.

Frequently:

- Sitting at a desk, in a chair, and in front of a computer screen.
- Moving/walking about the office and standing or sitting during meetings.
- Using a multi-line telephone console or a cordless telephone with headset.
- Utilizing Microsoft Teams to connect with Internal Audits and DFPI staff during remote work.
- Bend (neck and waist), squat, kneel, and twist (neck and waist).
- Perform repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.

Occasionally:

- Reaching (above and below shoulder level).
- Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required.
- Lifting and carrying up to 20 pounds.

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H. Other Information

The position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

The desirable qualifications for this position are as follows:

- Establish and maintain cooperative working relationships with management and others contacted in the course of their work.
- Logic & reasoning skills.
- Review organizational problems, analyze data for accuracy, compliance and/or efficiency, reach sound conclusions and take effective action.
- Strong verbal and written communication skills.
- Effectively handle multiple tasks and changing priorities.
- Superior interpersonal skills.
- Ability to work independently and as a team member.
- Willingness to travel to other DFPI locations in California.
- To participate in teambuilding, brainstorming, and planning sessions for identifying solutions for addressing problem areas or issues.
- Ability to make timely and effective decisions.
- Ability to effectively present information to an audience and communicate effectively in writing.

CONFLICT OF INTEREST

This position is subject to Title 10, § 250.30 of the California Code of Regulations, the Department of Financial Protection and Innovation's Conflict of Interest Regulations, the incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st and within 30 days of leaving office.

FINGERPRINT

Title 11, section 703 (d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance with DFPI's (CORI) procedures, clearance shall be maintained while employed in a CORI-designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

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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 Health & Safety analyst.)

Employee Signature

Date

Employee's Printed Name, Classification

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Supervisor's Printed Name, Classification