



DUTY STATEMENT

Classification: Staff Services Manager II (Supervisor)		Position Number: 162-4801-001
Division/Office/Section: AFITSD/Fiscal Services Branch/Budgets and Economic Forecasting		
Location: Sacramento	Effective Date:	
Supervisor's Name: Sarah Keck	Supervision Exercised: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Collective Bargaining Identifier (CBID): S-01		

This position requires the incumbent to maintain consistent and regular attendance; communicate effectively (orally and in writing if both appropriate) 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 department policies and procedures regarding attendance, leave, and conduct.

POSITION DESCRIPTION:

Under the general direction of the Fiscal Services Branch Manager, the Staff Services Manager II, Supervisor is the Chief Budget Officer of the Department of Resources Recycling and Recovery (CalRecycle). The incumbent is responsible for managing the day-to-day operational activities of staff and the development of the Department's 1.4 billion dollar budget, carried out through 180+ appropriations, both continuous and non-continuous, across 25 special funds (most administered by the Department). The Department's primary mission is largely carried out through allocations for grants, loans, incentives, and contract activities. Programs are large and specialized, including the California Used Oil, Beverage Recycling, Electronic Waste, Tire, Recycling Market Development Zone, and Waste Cleanup Programs.

ESSENTIAL FUNCTIONS

35% As the Chief Budget Officer, directs, plans, coordinates, and monitors the work of the Budget and Economic Forecasting units. Responsible for ensuring that the budget and forecasting operations of the organization are timely, accurate, and in accordance with CalRecycle policies, State fiscal policy, the State Administrative Manual (SAM), and State Law/Regulation. Recommend and implement policy, plans, and procedures to effectively direct budget staff toward the goals and objectives set forth by division and executive authority while ensuring the integrity of budgeting practices and principles. Disseminate strategic directives, and allocate resources to meet the outlined goals and priorities therein.

Assign, review and evaluate the work of direct reports in carrying out activities. This includes conducting staff meetings, ensuring goals and priorities are established and accomplished, and delegating and monitoring workflow to ensure completion.

Design and carry out a program of training and professional development for staff in the Budget Office; mentor and provide training to develop staff's skills and knowledge to effectively administer the Department's budget, monitor revenue, collections, and expenditures, and prepare forecasts for CalRecycle and Cal/EPA management. Evaluate work performance by giving verbal and written feedback, complete probationary reports, and annual Individual Development Plans.

30% Direct the preparation, analysis, and publication of the Governor's Budget and associated reports. This includes the preparation of budgetary schedules for the current year budget cycle. Oversee the analysis, recommendation, and preparation of Budget Change Proposals. Ensure processes are in place for accurate reconciliation between Budgetary/Accounting data with available funding contained in the Governor's Budget and the SCO Annual Financial Statements.

Work closely with the Executive Office, the Department of Finance, and the LAO, and represent the Department in Budget Hearings, briefings, or other meetings as appropriate.

Responsible for coordinating and/or responding to requests for information and other inquiries made by external control agencies such as the Department of Finance (DOF), the Legislature and Legislative Analyst's Office (LAO) by providing reports and/or written responses with consultation and input from the appropriate program areas. Review responses, and ensures responses are approved by the appropriate management and disseminated to the proper parties both internally and externally.

15% Coordinate the development and presentation of forecasts for fee revenue, including solid waste tipping fees, lubricating oil sales, automobile tires sales, and California Redemption Value revenues. Assess the availability of funding to support CalRecycle Programs, and coordinate research related to the development and implementation of new and alternative funding sources for CalRecycle programs.

MARGINAL FUNCTIONS

10% Work with subordinate staff to provide analysis and solutions to management on administrative problems or practices as they impact the statewide budgeting system. Effectively communicate with executives, managers, and/or stakeholders to keep them informed of the current and forecasted financial position of the Department and its programs, including any issues and risks related to budget procedures, processes, policies, technical issues, proposed legislation, or upcoming programmatic changes.

5% Analyze the most complex and sensitive budget issues utilizing consulting skills and problem solving techniques; formulate appropriate management tools. Provide analysis and solutions to management for administrative problems or practices as they impact the statewide budgetary system, and assess whether those recommendations are acceptable to control agencies.

5% Acts as lead in the absence of the Branch Manager and performs other duties as needed.

I have read and understood the duties and essential functions of the position and can perform these duties with or without reasonable accommodation: Employee Signature:	Date:
I certify that the above accurately represent the duties of the position: Supervisor Signature:	Date:
PERSONNEL USE ONLY: This personnel transaction has been reviewed and approved by:	
C&P Analyst:	Date Approved:

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code. **Required to file Statement of Economic Interests (Form 700)**
- Duties performed may require annual physical.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Performs other duties requiring high physical demand. (Explain below)

IDENTIFICATION OF PHYSICAL, COMMUNICATION, & ENVIRONMENTAL DEMANDS

- VISION** – You must have sufficient vision to perform the following duties: read and write.
- HEARING** – Your hearing must be sufficiently acute to perform following duties: answer the telephone, listen to supervisor’s instructions, interact with internal and external parties, and actively participate in meetings.
- SPEECH** – You must have sufficient ability to speak to perform following duties: verbally communicate with internal and external parties.
- CARDIAC/CIRCULATORY SYSTEM** – Your cardiac/circulatory system must be in sufficient condition to perform the following duties:
- RESPIRATORY SYSTEM** - Your respiratory system must be in sufficient condition to perform these duties:
- ORTHOPEDIC** – You must have the ability to use the following selected body parts – a. neck, b. shoulder, c. arm, d. elbow, e. wrist, f. hand, g. finger, h. spine, i. back, j. hip, k. leg, l. knee, m. ankle, n. foot, o. toe, to perform the following duties: (a-k) work at desk using computer, telephone, calculator, stapler, and desk lamp; (a-n); (a-j) operate office equipment.
- MANUAL DEXTERITY** – You must be able to perform the following duties involving manual dexterity: write with a pen and pencil, use a computer, turn pages of a document, file material, and operate various office equipment.
- BENDING, STOOPING, KNEELING** – You must be able to bend at the knee or waist, stoop, and kneel to perform the following duties: file material, occasionally pick up paper and load copy machine, and retrieve items from supply cabinet.
- SITTING OR STANDING** – You must be able to sit or stand for extended periods of time to perform the following duties: use computer, review and prepare written material, and attend and participate in meetings.
- LIFTING** – You must be able to lift up to __ pounds to perform the following duties:
- CONCENTRATION** – You must be able to continuously concentrate to perform the following duties: review written material and make corrections as necessary, be alert in verbal communication, listen to and follow instructions, and actively participate in meetings.
- EQUILIBRIUM/BALANCE** – You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: move around in the workplace while performing daily duties and responsibilities, and safely operate office equipment.
- LOSS OF AWARENESS OR CONSCIOUSNESS** - You must be able to perform the following duties in such a manner that you do not jeopardize the safety of others: actively participate in meetings and move around in the workplace while performing daily duties and responsibilities.
- CONTAGIOUS OR COMMUNICABLE DISEASE** - You must be able to perform the following duties in such a manner that you do not jeopardize the health and safety of others: Must work with others, and attend and participate in meetings.
- DRIVING OR OPERATING DANGEROUS EQUIPMENT** – You must be able to drive to perform the following duties.
- Do you have any other physical or mental condition or limitation not listed above that prevent you from performing the essential functions of this position as described in this job description?**

EMPLOYEE CERTIFICATION

- Yes. I am able to perform all of the above listed essential functions of the position, and have no physical or mental condition or limitation that prevent or otherwise impair me from doing so.
- Yes, I am able to perform all of the above-listed essential functions of the position, but will require reasonable accommodation in order to do so.
- No, I am unable to perform one or more of the above-listed essential functions of the position, even with reasonable accommodation.
- I am not sure if I am able to perform on or more of the above-listed essential functions of the job.

Signature

Date