

DUTY STATEMENT

GS 907T (REV. 08/01)

SHADED AREA TO REFLECT RECLASS POSITION NUMBER ONLY**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

RPA-

16-CAC

EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY California Arts Council	POSITION NUMBER (Agency - Unit - Class - Serial) 352-431-4800-XXX
UNIT NAME AND CITY LOCATED – Sacramento	CLASS TITLE Staff Services Manager I
WORKING DAYS AND WORKING HOURS Monday through Friday 8:00 a.m. to 5:00 p.m.	SPECIFIC LOCATION ASSIGNED TO California Arts Council
PROPOSED INCUMBENT (If known)	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) - - -

YOU ARE A VALUED MEMBER OF THE DEPARTMENT'S TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE DEPARTMENT TO PROVIDE THE HIGHEST LEVEL OF SERVICE POSSIBLE. YOUR CREATIVITY AND PRODUCTIVITY ARE ENCOURAGED. YOUR EFFORTS TO TREAT OTHERS FAIRLY, HONESTLY AND WITH RESPECT ARE IMPORTANT TO EVERYONE WHO WORKS WITH YOU.

BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under the general direction of the Deputy Director supervises, directs, and is responsible for the work of the administrative unit staff performing analytical, technical and clerical support functions, and performs a variety of management and program analyses.

% of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)
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All work to be accomplished in accordance with guidelines of the California Arts Council (CAC), the State Administrative Manual (SAM), laws, rules, regulations, and/or guidelines of the Department of Personnel Administration (DPA) and State Personnel Board (SPB), Federal and State laws (i.e., Americans with Disabilities Act, Family Medical Leave Act, etc.), Bargaining Unit Agreements, Department of Finance (DOF), State Controller's Office (SCO), utilizing a personal computer, related software applications, verbal and written communications and various office and communication equipment.

This position is designated under the Conflict of Interest Code. The position is responsible for making, or participating in the making, of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete a Form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.

The California Arts Council's Core Values and Expectations of Supervisors and Managers are key to the success of the Agency mission. That mission is to "advance California through the arts and creativity". CAC managers and supervisors are to adhere to the Core Values and Expectations of Supervisors and Managers, and to exhibit and promote behavior consistent with those values and expectations.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE

SUPERVISOR'S NAME (Print) Ayanna Kiburi	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT

The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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35%	<p>Job Summary The Staff Services Manager I (SSM I) will serve as the Chief of Administrative Services for the California Arts Council and manages sensitive and complex administrative and fiscal issues. The SSM I position enhances the Agency's ability to achieve the mission by providing specialized analytical and administrative support services in order to ensure fiscal responsibility.</p> <p>In order to ensure that the agency budget meets the requirements of the enabling legislation and State control agency policy, the SSM I:</p> <ul style="list-style-type: none"> • Serves and the agency liaison with the Department of Finance (DOF) • Manages all fiscal aspects by developing, planning and implementing the agency budget • Responsible for the complex budget forecasting and delineation of state vs. local support • Serves as the agency's chief subject matter expert and provides accurate information about the agency's expenditures and year-end projections to DOF based on planned expenditures and projected income • Reviews and monitors agency income and expense summary reports, monthly budget reports, salary and wage projections, encumbrance and expenditure history reports • Performs fiscal analysis that may have a statewide impact due to issues of sensitivity and complexity using data gathered from a variety of sources (budget reports, departmental financial reports, DPA and DOF directives) and presenting this analysis both verbally and in writing to agency executive management team • Advises the executive management on the financial impact of reorganization proposals by identifying the impact on workload, billable positions and cost recovery • Conceives and develops annual program budgets and budget change proposals • Develops proposals for reallocation of unspent funds and analysis of fiscal expenditures by various configurations (state vs. local assistance) <p>In order to ensure coordination and completion of contracts, the SSMI:</p> <ul style="list-style-type: none"> • Manages and oversees the development of contracts and interagency agreements • Coordinates program and executive staff to develop Requests for Proposals, grant applications and associated budgets <ul style="list-style-type: none"> • Assists management with complex and sensitive tasks involving grant programs. • Assists staff with fiscal aspects of grant programs. • Consults with Program Managers with project funding, reimbursements, expenditures and grant closures. • Develops, documents and implements project accounting policies and procedures at the agency level <p>In order to procure material, supplies and services needed for the agency in accordance with departmental and state purchasing policies and procedure and published departmental accounts payable guidelines, the SSMI:</p> <ul style="list-style-type: none"> • Reviews, analyzes available funding and determines appropriate coding for items/services utilizing the Fi\$Cal system and approves support funded purchase request documents and service order documents. • Monitors and coordinates completion of purchases and services. • Reviews and approves agency Cal-Card statements. • Approves agency business card orders • Designs and develops programs in Fi\$Cal to meet agency program needs and requirements. • Develops internal operating procedures pertaining to the purchase of materials and services based on policy and procedure revision or new directives. • Directs staff in reviewing accuracy of invoices and address and resolve vendor invoice disputes. • Reviews, analyzes available funding and determines appropriate coding for items/services utilizing the Fi\$Cal and approves purchase request documents and service order documents in Fi\$Cal. • Addresses and resolves vendor invoice disputes. • Directs staff responsible for analyzing and identifying project fund source for Office of Small Business Certification program, State Fire Marshal inspection charges, blueprint reproduction services, and contract advertisements.

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35%	<p>In order to ensure the agencies administrative needs are met, provides professional staff with analytical, technical and clerical support:</p> <ul style="list-style-type: none"> • Develops goals and objectives for the unit by assessing, anticipating and identifying the needs of the agency and the unit's role in meeting those needs. • Supervises, trains and directs the work of staff providing support to the agency and assisting staff with the completion of grant programs. • Oversees the development of policy and procedures manual within the unit. • Establishes work schedule and priorities based on the administrative needs of the agency • Manage and direct subordinate staff in accordance with DGS policies and guidelines, Equal Employment Opportunity and MOU provisions, State Personnel Board and Department of Personnel Administration laws and rules, and established personnel policies, rules and regulations, DGS constructive intervention process, Office of Legal Services direction, Equal Employment Opportunity and MOU provisions, and established personnel policies, rules, and regulations • Identifies performance expectations utilizing the Essential Functions Duty Statement, probationary reports and/or Individual Development Plans (IDP), and conveys expectations to the employee via written and verbal communication/direction. • Monitors performance through various production documents, supervisor's daily reports, personal observations, and by following-up with employee to ensure that performance expectations are being met. • Provides feedback to employees on performance noting exceptional performance as well as areas of needed improvement through regular discussions. • Sustains employee performance using the departmental constructive intervention and progressive discipline principles and processes.
15%	<p>In order to manage, organize and oversee that agency Information Technology (IT) needs, the SSM I:</p> <ul style="list-style-type: none"> • Evaluates new technology that pertains to agency program needs • Represents the CAC at monthly meetings on agency IT projects/issues • Directs staff in the preparation of exemption requests and researches and prepares Feasibility Study Reports (FSR). • Directs staff in the acquisition and deployment of IT equipment and the acquisition and renewal of software licenses and maintenance agreements. • Directs staff to manage agency hardware inventories and software licensing by maintaining internal controls, and performing physical reconciliation and software evaluations. • Directs staff to design, develop and maintain CAC internet and intranet. • Directs staff to identify and document equipment and software objectives, write and maintain documentation/procedures for applications operations and services.
10%	<p>In order to assist agency management team in the development of the training planning and tracking as well as travel, the SSM I:</p> <ul style="list-style-type: none"> • Coordinates the completion of reports, training requests in accordance with DGS and agency policies • Directs staff responsible for researching and providing training information subject/course availability and resources by coordinating with the Fi\$Cal Training Liaison, CAL-PCA, and DGS University. • Directs staff in developing and providing in-house training on Concur and Fi\$Cal modules. • Directs staff to coordinate the distribution of American Express Meeting Planner cards • Acts as agency Safety Coordinator, develops agency emergency evacuation plan, establish agency emergency team, attends Department of Justice (DOJ) emergency coordinator meetings.
5%	<p>Manage OSI's Conflict of Interest (Form 700) Program and ethics training and consults with California Department of General Services OSI legal staff regarding Fair Political Practices Commission (FPPC) requirements. Ensure compliance with FPPC mandates.</p>

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	<p>KNOWLEDGE AND ABILITIES</p> <p><i>Knowledge of:</i> Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the State and local level; department's Equal Employment Opportunity Program (EEO) objectives; and a manager's role in the EEO Program and the processes available to meet EEO objectives.</p> <p><i>Ability to:</i> Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex Staff Services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's EEO Program objectives.</p> <p>DESIREABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Knowledge of Government Code, State Administrative Manual, FISCAL and accounting methods and procedures. • Familiarity with State hiring practices. • Knowledgeable of the State budgetary process at department and program levels. Ability to either write or have input on Feasibility Study Reports (FSR) and Budget Change Proposals (BCP) and all other reporting needs for State administrative or legislative processes. • Knowledge of tools and techniques associated with strategic sourcing. • Proficiency with a personal computer and MS Word, Excel, Outlook and the Internet. • Familiarity with IT and Telecom trends. • Ability to write comprehensively, communicate with all levels of management, peers, attorneys and external customers. • Familiarity and sensitivity to the priorities, missions and goals of the Administration, Division and Department. • Evaluate and develop alternatives to resolve complex fiscal/financial problems with the highest level of interpersonal and negotiating skills. • Motivate and influence others toward effective individual or team work performance. • Organize and structure work for effective performance and goal attainment and the ability to set and balance priorities. <p>SPECIAL PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Demonstrated ability to act independently, open-mindedness, flexibility, and tact. <p>PERSONAL CHARACTERISTICS</p> <ul style="list-style-type: none"> • Dependable; responsible; positive attitude. • Ability to lead and participate in teams. • Ability to provide objective overview of situations. • Willingness to accept challenges, handle multiple projects simultaneously. • Ability to effectively handle stress and deadlines. • Demonstrate an ability to act independently, open-mindedness, flexibility and tact. • Use diplomacy and be resourceful. <p>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</p> <ul style="list-style-type: none"> • Professional office environment, appropriate business attire required. • Daily use of phone, fax, copiers, and general office and communication equipment. • Occasional use of cell phone, pagers and laptop computers. • Frequent use of a personal computer, related software applications and the Internet at a workstation. • Use of hand cart to transport documents and/or equipment up to 15-20 lbs., i.e. laptop computer, files,

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	<p>reference manual, solicitation documents, etc.</p> <ul style="list-style-type: none">• Conduct formal presentations with good communication skills.