

**DUTY STATEMENT**

GS 907T (REV. 05/03)

**SHADED AREA FOR HUMAN RESOURCES ONLY**

**INSTRUCTIONS:** Refer to the Essential Functions Duty Statement Manual for instructions on how to complete the Duty Statement.

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**012-CCFC**

EFFECTIVE DATE:

1. <b>DGS OFFICE OR CLIENT AGENCY</b> First 5 California	POSITION NUMBER (Agency - Unit - Class - Serial) 319-001-4801-900
2. <b>UNIT NAME AND CITY LOCATED</b> Fiscal Service Office	3. <b>CLASS TITLE</b> Staff Services Manager II
4. <b>WORKING HOURS/SCHEDULE TO BE WORKED</b> 8 a.m. to 5 p.m.	5. <b>SPECIFIC LOCATION ASSIGNED TO</b> Sacramento
6. <b>PROPOSED INCUMBENT (If known)</b>	7. <b>CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)</b> 319-001-4801-900

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.

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

Under general direction of the Chief Counsel (CEA B) and as a member of the First 5 California (F5CA) Leadership Team, serve as the Commission's Director of Fiscal Services Office responsible for the administration of all fiscal services and controls, such as accounting, budgeting, and oversight of fiscal components of statewide programs.

9. Percentage of time performing duties	10. 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. <i>(Use additional sheet if necessary)</i>
30%	<p>The Director, Fiscal Services Office (FSO) will carry out duties in accordance with the California Children and Families Act (Proposition 10) and other State and federal laws and rules, State Administrative Manual (SAM), Department of Finance (DOF) directives and budget letters, Management Memos, California Code of Regulations, and F5CA policies and management guidelines.</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>In order to support F5CA and agency operations, the incumbent will oversee F5CA accounting functions by performing the following:</p> <ul style="list-style-type: none"> <li>• Provide fiscal administration and support to the FSO by overseeing processes and establishing best practices to ensure the timely posting of all accounting transactions, reconciliation of general ledger accounts, and preparation of financial statements</li> <li>• Recommend and implement new/existing accounting policies and procedures in accordance with F5CA's statutory requirements, Strategic Plan goals, annual audit, and applicable State laws and rules</li> <li>• Administer systems related to financial accounting and reporting, including all tasks related to FI\$Cal Wave 2 implementation</li> <li>• Advise executive management and staff on financial matters and communicate with control agencies to resolve sensitive and complex issues</li> <li>• Work with the F5CA Contracts and Procurement Office to develop budgetary components of contracts to track payments in accordance with contract requirements</li> </ul>

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. **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 to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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25%	<p>The incumbent will manage operational aspects of F5CA's budget function by performing the following:</p> <ul style="list-style-type: none"> <li>• Make recommendations to Executive management regarding potential programmatic and administrative expenditures</li> <li>• Develop quarterly financial reports displaying actual and projected revenue and expenditures to present at State Commission meetings and other public meetings approved by the Executive Director</li> <li>• Represent the Commission in meetings with county commissioners, auditors, and control agencies staff regarding budgeting and accounting issues</li> <li>• Prepare and/or review budgetary documents requested by DOF for inclusion of the Governor's Budget, including schedules reflecting actual and projected expenditures and revenue, fund condition statements, and other supplementary schedules</li> </ul>
25%	<p>To ensure fiscal accountability of statewide programs administered by F5CA, as well as compliance of statutory requirements by F5CA and First 5 county commissions, the incumbent will:</p> <ul style="list-style-type: none"> <li>• Develop and implement fiscal guidelines for F5CA statewide programs and initiatives (e.g., First 5 IMPACT), including fiscal validation, allowable uses of funding, funding methodologies, fiscal forms, disbursement schedules, etc.</li> <li>• Direct the work of the FSO staff to conduct fiscal audits of county-level expenditures related to F5CA statewide programs and initiatives</li> <li>• Oversee program disbursements and fiscal validation to ensure F5CA funds are spent in accordance with guidelines and requirements corresponding with F5CA statewide programs/initiatives</li> <li>• Represent the Commission in meetings with entities participating in F5CA programs/initiatives regarding funding, fiscal forms, and other fiscal-related issues</li> <li>• Develop and implement procedures to ensure county commissions comply with statutory audit, annual report, and strategic planning requirements</li> <li>• Review and compare data submitted by county commissions (audited financial reports and financial information entered into F5CA's custom application) to ensure accuracy of F5CA's Annual Report</li> <li>• Develop and disseminate fiscal-related training and technical assistance by way of materials, meetings, webinars, e-mails, etc., to county commissions</li> </ul>
15%	<p>Consistent with CalHR rules and regulations, perform the full range of management and supervisory duties for FSO staff, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Provide direction and guidance regarding ongoing assignments and daily work activities to ensure deadlines are met</li> <li>• Delegate responsibility to staff to facilitate timely completion</li> <li>• Review work and evaluate performance of staff to determine training and professional growth opportunities</li> <li>• Approve travel and leave requests for staff following leave usage guidelines</li> <li>• Conduct, arrange, and approve training for staff to increase staff knowledge base</li> </ul>

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5%	<p><b>MARGINAL FUNCTIONS</b></p> <p>In order to strengthen organizational operations and systems within the FSO:</p> <ul style="list-style-type: none"> <li>• Support, promote, and ensure alignment of FSO's work objectives with the organization's vision and values, and achieve strategic objectives as assigned</li> <li>• Recommend, plan, and implement work process improvements</li> <li>• Manage and guide group efforts, including providing the appropriate level of feedback concerning group progress</li> </ul> <p><b>KNOWLEDGE, SKILLS AND ABILITIES</b></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 (EEO) objectives and a manager's role in the EEO Program and the processes available to meet Equal Employment 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; and effectively contribute to the department's affirmative action objectives.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Knowledge of California State Accounting, Contracting and Fiscal operations, policies, and procedures</li> <li>• Knowledge of principles of auditing and business management</li> <li>• Ability to apply budget and accounting principles and practices</li> <li>• Ability to apply statistical methods and analyze a variety of account data</li> <li>• Knowledge of principles of auditing and business management</li> <li>• Demonstrated ability to act independently, open-mindedness, flexibility and tact</li> <li>• Communicate effectively with the public and all levels of staff (both state and local)</li> <li>• Develop, maintain, and strengthen relationships with others inside or outside of the organization who can provide information, assistance, and support</li> <li>• Ability to gain others' support for ideas, proposals, projects, and solutions</li> <li>• Minimum of one year acting as manager of a multidisciplinary administrative services area</li> <li>• Working knowledge of Microsoft Windows 2010, Word, Excel, Access, Visio, and PowerPoint</li> </ul>

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	<p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"><li>• Function effectively under stress and under deadlines</li><li>• Function effectively in automated environment</li><li>• First 5 California does not currently offer telework</li></ul>