

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**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 11194 -FI\$Cal****EFFECTIVE DATE:**

<b>DGS OFFICE OR CLIENT AGENCY</b> DGS FI\$Cal	<b>POSITION NUMBER (Agency - Unit - Class - Serial)</b> 306-600-4802-002
<b>UNIT NAME AND CITY LOCATED</b> Business Team - Sacramento (DGS Configurations and Conversion Specialist)	<b>CLASS TITLE</b> Staff Services Manager III
<b>WORKING DAYS AND WORKING HOURS</b> Monday through Friday 8:00 a.m. to 5:00 p.m.	<b>SPECIFIC LOCATION ASSIGNED TO</b> 2000 Evergreen Street, Sacramento, CA 95815
<b>PROPOSED INCUMBENT (if known)</b>	<b>CURRENT POSITION</b> 306-600-4802-002

YOU ARE A VALUED MEMBER OF THE FI\$Cal TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE THE PROJECT 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.

Under the general direction of Assistant Partner Business Executive (Assistant PBE), this position works as part of the multidisciplinary Project Team on the FI\$Cal Project as the functional manager on the Business Team. This position also participates on teams and workgroups in related project areas such as the Project Delivery Division, Technology Team, Service Center, Portal Support and other Project Management Team areas including Ad Hoc Process Teams. This position is a contributing and participating member of the Project Team that is jointly responsible for the redesign and modernization of the State's business processes.

% 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)

***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 form 700 within 30 days of appointment. Failure to comply with the Conflict of Interest Code requirements may void the appointment.***

***The Department of General Services' (DGS) Core Values and Expectations of Supervisors and Managers are key to the success of the Department's Mission. That mission is to "Deliver results by providing timely, cost-effective services and products that support our customers." DGS 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.***

The incumbent will be a senior-level experienced manager with thorough knowledge of statewide administrative practices and have full authority to act on behalf of the PBE or Assistant PBE in order to facilitate policy, risk management, and business continuity decision-making at the executive level. This will include acting as the FI\$Cal/DGS liaison to ensure that business requirements and overall business process functionality, especially as it relates to statewide (internal and external) use, are vetted thoroughly with the affected divisions and approved by the DGS Executive Office. This position will be instrumental in policy development as it relates to scope, budget, and schedule; provide expertise regarding partner agency business practices; and serve as gatekeeper for protecting the department's statutory and policy mandates. This critical management position will have

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

<b>SUPERVISOR'S NAME (Print)</b> Roger Anderson	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
--	-------------------------------	-------------

**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.

<b>EMPLOYEE'S NAME (Print)</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
--------------------------------	-----------------------------	-------------

# DUTY STATEMENT

GS 907T (REV. 03/05)

**RPA 11194-FI\$Cal**

<p>% of time performing duties</p>	<p>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></p>
<p>35%</p>	<p>high level authority to ensure all-staff full participation on the project so the business needs of the four partner agencies are incorporated into the design, development and configuration of the proposed system which will result in the successful re-engineering and modernization of the State's business processes. The incumbent will use a broad and extensive knowledge of procurement, human resources, governmental accounting and budgeting, generally accepted accounting principles and procedures, the uniform accounting system and financial organization and procedures of the State, and financial management and reporting functions. This position will direct the work of the Business Team to effectively prioritize workload in order to meet milestone dates, and verify the appropriate resources are consulted on project proposals to ensure the department's system needs are met. The incumbent will exercise a high degree of initiative, independence of action and originality; and demonstrate tact and exercise sound judgment that recognizes the best interests of the State and the Project. Working in a team environment and with many stakeholders, the incumbent will communicate effectively; develop and maintain effective and cooperative working relationships; and easily adapt to changing priorities. Developing a new system will require the incumbent to learn, understand, and apply the technical aspects of modern systems, including development, installation, data relationships, system structures, and system processes.</p> <p><b>Core Competencies</b></p> <p>FI\$Cal is a matrix organization. The incumbent is working collaboratively in a team environment to carry out his/her duties and takes day-to-day direction from his/her project supervisor. Team members in a matrix organization will:</p> <ul style="list-style-type: none"> <li>• Understand the relationship and work successfully and confidentially in the matrix</li> <li>• Clearly identify and articulate issues when identified</li> <li>• Expeditiously resolve those issues</li> <li>• Collaboratively work on those issues in a cross-functional, matrix organization to develop solutions that are best for California as a whole</li> </ul> <p>Through the efforts of this position and the Business Team, responsibilities include:</p> <p><b>ESSENTIAL FUNCTIONS</b></p> <p>The following specific tasks are performed for the Project by this position relative to asset management, budgeting, accounting, financial reporting, and other financial management related work and include all the related integration points and affected business functions. This position may directly perform, supervise, and/or lead a group of professional and analytical staff and other business staff and allocate staff resources to meet demands in the performance of their specific duties. Candidates must be able to perform the following essential functions with or without reasonable accommodation.</p> <p>In order to assure the successful implementation of the FI\$Cal project:</p> <ul style="list-style-type: none"> <li>• Performs key business leadership responsibilities in the absence of the PBE or Assistant PBE and ensures the department is prepared and aligned to implement the statewide project.</li> <li>• Collaborate with the PBE or Assistant PBE in ensuring the State's system and workforce is an integrated financial system environment through replacement of the State's aging legacy financial systems which will increase fiscal accountability and control; automates and standardizes reporting mechanisms; provides tools to monitor expenditures compared to the approved budget; tracks statewide purchase volumes; provides the ability to know where the State's assets are; provides a comprehensive view of the statewide accounts receivable status; and increases information accuracy.</li> <li>• Utilizes broad authority while working directly with program deputy directors to facilitate the business transformation of departments and to identify and resolve any business policy or business operational barriers to success.</li> </ul>

# DUTY STATEMENT

GS 907T (REV. 03/05)

**RPA 11194-FI\$Cal**

<p>% of time performing duties</p>	<p>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></p>
<p>30%</p>	<ul style="list-style-type: none"> <li>• Acts on behalf of the PBE or Assistant PBE in order to facilitate policy, risk management, and business continuity decision-making at the executive level.</li> <li>• Collaborate with the PBE or Assistant PBE to ensure that the project business vision, goals, objectives, business policies and procedures are identified and met.</li> <li>• Manages a highly complex environment in which statewide business practices in the areas of budgeting, accounting, procurement, and cash management will be reviewed, re-engineered, and implemented.</li> <li>• Leads and collaborates within a team environment that includes activities necessary to achieve a successful implementation of the FI\$Cal Project. The implementation activities include: collaboration, development, and review of detailed system requirements, gap analysis, design, configuration, installation, testing, training, deployment, process re-engineering, change management, communication, and other activities.</li> <li>• Leads and collaborates in the identification, development, and implementation of policies on a statewide and departmental level for the implementation and transition from existing processes and systems to a new statewide, integrated system and new processes. Approval of policies is made by the applicable authorizing authority (i.e., DOF, SCO, STO, DGS, CalHR, etc.).</li> <li>• Consults with other project team members for project planning, costing, and funding.</li> <li>• Coordinates, plans and executes the hiring of replacement or new staff which includes recruitment, testing, interviewing and approval for non-technical staff. Collaborates with other FI\$Cal hiring managers impacted by the hire.</li> <li>• Leads and facilitates in the development of policy as it relates to scope, budget, and statutory mandates to ensure project goals and objectives are met.</li> <li>• Initiates, manages, and collaborates in project activities and communicates project status to executive management to ensure effective decision-making methodologies are in place regarding the development and management of business requirements, procurement of contracted services and system technology, system development and testing, business process re-engineering, workforce transition, and training.</li> <li>• Assesses and recommends approval of key business-related project deliverables.</li> <li>• Develops and manages system requirements reflecting the State of California's business functions.</li> <li>• Resolves project risk and issue efforts as identified by staff, and keeps executive management apprised of critical situations.</li> <li>• Makes decisions in conjunction with the Department of Finance, Fiscal Systems and Consulting Unit (FSCU), the Department of General Services, the State Treasurer's Office, and the State Controller's Office to ensure that the project requirements provide for sound fiscal control over the receipts and disbursements of public funds.</li> </ul> <p>In order to ensure adherence with best business practices and all relevant policies and procedures:</p> <ul style="list-style-type: none"> <li>• Collaborates with stakeholders to ensure the design, development, and implementation of the system addresses statewide and departmental business needs for applicable business functions and applies best business practices.</li> <li>• Evaluates and leads the analysis of existing policies, standards, and procedures to assess the opportunities for process re-engineering.</li> <li>• Manages the development of statewide policies, standards, and procedural issues related to the implementation of the system.</li> <li>• Presents best-business practices based on research as it applies to departmental and statewide financial management systems.</li> <li>• Acts as liaison between the Project and various federal and State policy entities, including OMB, GASB, FSCU, CALSTARS, the Treasury Department, DOF, STO, SCO, GFOA, GSA, and DGS.</li> </ul> <p>In order to ensure timely analysis and documentation of upper management decision-making:</p>

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**RPA 11194-FI\$Cal**

% 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. <i>(Use additional sheet if necessary)</i>
20%	<ul style="list-style-type: none"> <li>• Ensures status reports and updates for project management are prepared.</li> <li>• Develops and presents analyses, issue papers, and memoranda to support the decision-making of senior managers and policy makers as assigned by the project management.</li> <li>• Manages the preparation of documentation needed to meet administrative and contractual reporting requirements.</li> <li>• Maintains regular communication and informs executive-level management of all issues related to the specified functional business areas.</li> <li>• Provides feedback to team members' official managers about the performance of the team members, monitors staff development and attendance, performs Equal Employment Opportunity efforts, and provides input to assist staff with achieving individual performance goals and objectives.</li> </ul>
10%	<p>In order to maintain an accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants of subordinate staff's time or accurate reporting to the Office of Fiscal Services (OFS) for the billing of services for clients through the use of the Project Accounting &amp; Leave (PAL) system in accordance with DGS policies and guidelines, Memorandum of Understanding (MOU) provisions and the State Personnel Board or Department of Personnel Administration laws and rules:</p> <ul style="list-style-type: none"> <li>• Grants or denies subordinate staff requests for time off or requests to work overtime.</li> <li>• Ensures subordinate staff has sufficient leave credits available for the leave requested.</li> <li>• Enters subordinate's time in PAL system, i.e., time charged to projects, leave usage, approved leave without pay (dock or NDI), absence without leave (AWOL), etc.</li> <li>• Approves PAL entries for subordinate staff on dock or AWOL on or before the designated SCO semi-monthly or monthly payroll cut-off date to ensure the correct issuance of an SCO warrant on pay day.</li> <li>• Approves or disapproves PAL entries for subordinate staff within one working day after the completion of the pay period. This is to ensure the correct issuance of an SCO warrant that is returned to SCO for late dock, issuance of correct overtime pay due to an employee and proper billing to clients for services rendered.</li> </ul>
5%	<p><b>MARGINAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Attends training classes as needed. Completes all team training requirements satisfactorily.</li> <li>• Performs other duties as required to ensure successful implementation of the FI\$Cal Project.</li> </ul> <p><b>KNOWLEDGE AND ABILITIES</b></p> <p>Knowledge of:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Principles and practices of employee supervision, development, and training</li> <li>• Program management</li> <li>• Formal and informal aspects of the legislative process</li> <li>• The administration and department's goals and policies</li> <li>• Governmental functions and organization at the State and local level</li> <li>• Department's Equal Employment Opportunity Program objectives</li> <li>• Manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives</li> </ul> <p>Ability to:</p> <ul style="list-style-type: none"> <li>• Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems</li> <li>• Develop and evaluate alternatives</li> </ul>

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**RPA 11194-FI\$Cal**

% 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. <i>(Use additional sheet if necessary)</i>
	<ul style="list-style-type: none"> <li>• Analyze data and present ideas and information effectively both orally and in writing</li> <li>• Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas</li> <li>• Gain and maintain the confidence and cooperation of those contacted during the course of work</li> <li>• Review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies</li> <li>• Manage a complex Staff Services program</li> <li>• Establish and maintain project priorities</li> <li>• Develop and effectively utilize all available resources</li> <li>• Effectively contribute to the department's equal employment opportunity objectives</li> </ul> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Knowledge of benchmarking procedures</li> <li>• Demonstrate capacity for development as evidenced by work history, academic attainment, participation in school or other activities, or by well-defined occupational or vocational interests</li> <li>• Accept new and increasing responsibilities</li> <li>• Thrive in a collaborative, dynamic matrix organization</li> <li>• Enjoy working in a challenging environment</li> <li>• Adjust to evolving priorities and challenges</li> <li>• Work as a team member to meet goals and objectives</li> <li>• Show dedication and have the ability to meet tight deadlines</li> <li>• Communicate diplomatically and effectively, both orally and in writing</li> <li>• Logically plan and organize the work</li> <li>• Establish and maintain effective professional working relationships</li> <li>• Use initiative and independent judgment in resolving issues</li> <li>• Recognize, support, and perform in the project environment</li> <li>• Ability to work under pressure to meet deadlines</li> <li>• Willingness to work excess hours to achieve project schedule requirements</li> <li>• Proficiency with MS Excel, MS Word, MS PowerPoint and MS Project</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <p><b>Working Conditions</b></p> <p>The incumbent will need to be on-site at the Project to carry out their duties. This position requires the ability to work under pressure to meet deadlines. The sensitivity of the Project may require excess hours to be worked to achieve Project schedule requirements. The incumbent should be available to travel as needed. The incumbent is expected to perform functions and duties under the guidance of the Project's core values. The incumbent provides back-up, as necessary, to ensure continuity of Project activities. The incumbent must maintain regular, consistent, and predictable attendance.</p> <p>This position requires prolonged sitting in an office-setting environment with the use of a telephone and personal computer. This position requires daily use of a fax, copier, and general office equipment and use of a cell phone, pager, and laptop computer as needed. This position requires mobility to various areas of the department's work locations. This position requires use of a hand-cart to transport documents and/or equipment up to 15-20 lbs (i.e., laptop computer, reference manuals, solicitation documents, etc.). Due to the nature of the Project, this position requires the ability the handle stress. The incumbent must possess and maintain sufficient agility and endurance to perform the duties contained in this duty statement with or without reasonable accommodation. The incumbent must demonstrate a commitment to maintain a working environment free from discrimination and sexual harassment. The incumbent must maintain good working habits and</p>

**DUTY STATEMENT**

GS 907T (REV. 03/05)

**RPA 11194-FI\$Cal**

% 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. <i>(Use additional sheet if necessary)</i>
	<p>adhere to all policies and procedures.</p> <p><b><u>Special Requirements</u></b></p> <p>The incumbent is expected to perform all functions and duties under the guidance of the Project's core values. The incumbent will use tact and interpersonal skills to develop constructive and cooperative working relationships with others (e.g., stakeholders, customers, management, peers, etc.) to facilitate communication, to improve the work environment, and increase productivity. The incumbent will recognize staff (formally and informally) for outstanding performance to foster teamwork and to improve morale. The incumbent will promote training to develop staff proficiency, as appropriate. As needed, the incumbent will recruit, interview, select, hire, and promote persons for the organization to provide ongoing services utilizing appropriate staffing levels. The incumbent will review and approve high profile work (e.g., correspondence for the Project Executive, Steering Committee Members, etc.) to ensure accuracy and validity.</p> <p>Fingerprinting and background check will be required. The incumbent may need to possess a valid driver's license.</p>