STATE OF CALIFORNIA DEPARTMENT OF GENERAL SERVICES

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- **11565-OFS/B&P**	EFFECTIVE DATE:

DGS OFFICE OR CLIENT AGENCY OFFICE OF FISCAL SERVICES	POSITION NUMBER (Agency - Unit - Class - Serial)
UNIT NAME AND CITY LOCATED Budget and Planning Section – West Sacramento	CLASS TITLE Staff Services Manager I
WORKING DAYS AND WORKING HOURS Monday through Friday FLEX 7 a.m. to 6 p.m.	SPECIFIC LOCATION ASSIGNED TO 707 Third Street, 9th Floor, Technical Unit
PROPOSED INCUMBENT (If known) **VACANT**	CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 306-241-4800-011

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

This position is under the general direction of the Staff Services Manager II of the Office of Fiscal Services (OFS), Budget and Planning Section (B&PS, the Staff Services Manager I (SUP) will oversee FI$Cal implementation and act as the technical budget building lead in the development of overhead cost alloactions, processing of Department of Finanace Budget Letters, processing of Transfer of Budget Allottments, processing all budget uploads into the DGS fiscal system, automating fiscal reporting, preparing the DGS out of state travel blanket, coordinating and monitoring the Legislative hearings process, and monitoring and maintaining accurate record of appropriations, appropriation balances, expenditures and revenues by fund.

% 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)*
	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. *In accordance with the Department of General Services (DGS) directives and guidelines, State and Federal laws and rules, Department of Finance (DOF) Budget Letters, DOF policy and process requirements, Finance Audit and Management Memorandums, Uniform Codes Manual, State Administrative Manual (SAM), State Controller's Office (SCO), State Personnel Board, Department of Personnel Administration law and rules, MOU provisions, Government Code and other statutory mandates. Utilize Microsoft (MS) Office, Oracle Activity Based Management System (ABMS), Oracle Discoverer, and FTP Pro.*

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Lisa Gregory		

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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	ESSENTIAL FUNCTIONS
30%	In order to develop the departments large and highly complex $1.1 billion budget utilizing Hyperion, including 31 Offices/Programs with more than 21 funding sources and 19 Contracted Fiscal Services clients, the incumbent will: • Train and direct staff in the development, consolidation, integrity and reporting of the DGS technical budget, the Salary and Wages Supplement, and all budget related schedules, for inclusion in the Governor's Budget publications and the annual Budget Act. • Train and direct staff in the processing and preparation of all Department of Finance Budget Letters, including the preparation of the out of state travel blanket. • Advise OFS Management on developments in State Administrative and budgetary policies, rules and regulations affecting DGS offices/programs. • Recommend policy changes and solutions to highly sensitive and complex technical budget issues. • Coordinate and monitor the Legislative hearings schedule for DGS Executive staff. • Set time frames, prioritize and review staff work plans for completing budget related studies and drills requested by Management, Agency, the DOF, the Legislative Analysts Office (LAO), and/or the Legislature. • Report and make recommendations to OFS Management on the results, including proposed solutions to sensitive and complex outcomes. • Train and supervise staff in the development, review, and documentation of assumptions, methodologies, and guidelines for cost allocations to programs/offices. • Assist the SSM II in the systems review and analysis for developing or acquiring sophisticated automated systems capable of tracking budgets, and budget changes, position detail changes, and provide ad hoc reporting to meet the needs of the Executive Office, Program Management, and Control agencies. • Communicate with DOF Analyst to clarify technical budget issue requests including Budget Letters, and other DOF correspondence regarding all Governor's Budget technical schedules. • Set timeframes for OFS Budget Staff in the collection of budget information required to complete DOF forms.
25%	In order to develop the sensitive and complex Distributed Administration budget of over $69 million utilizing the Activity Based Management System (ABMS), Microsoft Office (MS), Discoverer, and extensive knowledge of overhead cost allocation methodologies and its complexities, the incumbent will: • Develop overhead cost allocations by fund based on a set of predetermined allocation methodologies. Prepare and process complex cost allocation spreadsheets and present distributed costs to management and DGS programs. • Work closely with accounting staff to develop and process necessary coding changes to ensure overhead costs are charged properly. • Communicate with OFS staff to identify and resolve complex issues/problems with potential for significant consequences, such as the reconciliation of budgeting systems and overhead allocations by fund.
15%	To ensure accurate and timely collection of revenue for full cost recovery pursuant to SAM 8752, and to improve systems automation and reporting of expenditures and revenues, the incumbent will: • Facilitate the upload of all budget documents and ensure reconciliation with the approved budget. • Facilitate the upload of all rates information and ensure reconciliation with approved rates. • Design and generate budget, revenue and expenditure reports from the ABMS system, Discoverer, and Payroll Browser as well as ad hoc financial analyses. • Advise the SSM II (SUP) on system requirements and processes relating to DGS annual

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	rates proposal development, including mechanisms for linking and summarizing budget, expenditure and revenue data from individual DGS Offices. • Process all transfer of budget allotment requests and ensure reconciliation with the ABMS system and the approved budget. • Facilitate development and implementation of specialized new systems for rates and technical budget development including the transition to the newly developed FI$Cal system. • Participate in presentations to Executive Management to explain overhead cost allocations, capital outlay budget overview, financial systems capabilities, and make recommendations regarding complex budget issues.
10%	Administrative and Supervisory Responsibilities: *Staff Leave Accounting* 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 & Leave (PAL) system in accordance with DGS policies and guidelines, MOU provision and SPB or DPA laws and rules, and effectively manage and direct subordinate staff of 3 associate level analysts in accordance with established Equal Employment Opportunity and personnel policies, rules and regulations: • Grants or denies subordinate staff request for time off or requests to work overtime. • Ensures subordinate staff has sufficient leave credits available for the requested leave. • Oversees supervisors who enter 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. • Approves PAL entries for subordinate staff on dock or AWOL on or before the designated SCO's semi-monthly or monthly payroll cut-off date in order to ensure issuance of a SCO warrant for pay day. • Approves or disapproves PAL entries for subordinate staff within three (3) working days after the completion of the pay period. This is to ensure the correct issuance of a 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.
10%	*Employee Performance* In order to effectively manage, coach, and direct subordinate staff in accordance with DGS constructive intervention process, Office of Legal Services direction, and established personnel, equal employment opportunity, and MOU provisions, policies, rules, and regulations: • Identifies performance expectations utilizing probationary reports and/or Individual Development plans and convey 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. • Provide feedback to employees on performance noting exceptional performance as well as areas of improvement through regular discussions. • Sustain employee performance using the departmental constructive intervention and progressive discipline principles and processes.
10%	<u>MARGINAL FUNCTIONS</u> • Assist in the preparation of responses to DOF, LAO, and the Government Operations Agency, on sensitive and complex departmental fiscal and program issues. • Utilizing MS Office, ABMS, and Discoverer, complete special projects and develop ad hoc

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	management reports to provide information to DGS Program and Executive Management as well as control agencies as needed by researching, reviewing, conducting studies as appropriate, etc. KNOWLEDGE, SKILLS AND ABILITIES *Knowledge of:* 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 objectives; and a manager's role in the Affirmative Action Program and the processes available to meet Equal Employment Opportunity objectives. *Ability to:* 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 Equal Employment Opportunity objectives. DESIRABLE QUALIFICATIONS • In depth understanding of fiscal modeling methodologies, statistical analysis, and fiscal computer systems including spreadsheets and data bases. • Experience in calculating overhead cost allocations based on different methodologies. • Expertise and in depth experience with ABMS fiscal modules and Hyperion. • Experience in using pivot tables to summarize and calculate large amounts of data. • Ability to work with a wide range of classifications and skill levels. • Strong analytical skills as demonstrated by performing and/or managing complex fiscal workload. • Strong verbal and written skills. • Work well independently and in a team environment. • Experience in Budget Change Proposals (BCP) preparation. • Ability to multi-task. • Knowledge of Budget Schedules. • Knowledge of Budget Documents. ADDITIONAL DESIRABLE QUALIFICATIONS • Knowledge of supervisor’s role in public relations. • Knowledge in the principals and practices of sound management of fiscal resources. • Knowledgeable in the goals and policies of the state administration and DGS. • Ability to plan, supervise, direct, and coordinate the work of a multidisciplinary staff. • Ability to develop and utilize all available resources • Willingness and ability to promote and be accountable for customer satisfaction and quality service. • Ability to initiate or recommend changes that promote innovative solutions to meet customer needs. • Knowledge of use of management information systems. • Ability to discuss sensitive program issues with the DOF and LAO.

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	SPECIAL PERSONAL CHARACTERISTICS • Demonstrated ability to act independently, and display open-mindedness, flexibility and tact. • Foster a team environment. INTERPERSONAL SKILLS • Ability to work well with a team, to provide conscientious and appropriate leadership, ability to manage strict deadlines and changing priorities, to focus attention on details and accuracy. • Ability to motivate; work cooperatively with all levels in the organization; gain, as well as give, confidence and trust of others. WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES • Appropriate attire for an office environment. • Daily use of a personal computer, environment related application software, peripherals, and calculator at a workstation. • Requires effectiveness in completing assignments having frequent deadlines and changing priorities. • Excellent communication skills, both oral and written. • Multi-task and adjust to changing priorities. • Function effectively in an automated and ever changing environment. • Requires ability to effectively handle stress and meet deadlines (job requires an individual with demonstrated success in these areas and no history of difficulty maintaining performance under stress).