**DUTY STATEMENT**

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

**DGS OFFICE OR CLIENT AGENCY**
Office of Fiscal Services

**UNIT NAME AND CITY LOCATED**
Budget and Planning Section - West Sacramento

**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.

**BRIEFLY (1 or 2 sentences) DESCRIBE THE POSITION’S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**
Under the general direction of the Staff Services Manager II (Supervisor) of the Office of Fiscal Services (OFS), Budget and Planning Section (BPS), the Staff Services Manager I (Specialist) will act as a budget expert for the RESD programs, to include budget and rates development, monitoring and maintenance of budget activities and oversee the capital outlay budget process. The incumbent will also provide assistance/backup to the BPS Program Section as required.

**% 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)

**ESSENTIAL FUNCTIONS**
In order to develop the sensitive and complex Facilities Management Division (FMD) $417 million program budget utilizing Hyperion, PeopleSoft, Microsoft Office (MS) and extensive knowledge of RESD and its complexities, the incumbent will perform the following:

- Develop work plans, prepare and process complex rate methodologies for program hourly rates or DGS building rates to ensure compliance with the Administration and the DOF requirement to submit the annual rates proposal consistent with the Governor’s Budget development. Recommend costs recovery scenarios and solutions to highly sensitive and complex budget issues.

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

**SUPERVISOR’S NAME (Print)**

**SUPERVISOR’S SIGNATURE**

**DATE**

**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**
% 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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30% | ESSENTIAL FUNCTIONS (CONTINUED)
- Prepare and analyze reports to determine impacts to proposed program rates for approved budget changes, Budget Change Proposals (BCP) and various DOF budget drills.
- Prepare multiple budget schedules (Schedule 7A, 8, 9, 10 and 10R’s and Budget Galley Spreadsheets) consistent with the Governor’s Budget development. Participate in presentations and make recommendations to Executive Management for approval of complex budget issues.
- Communicate with OFS and RESD Program staff and/or clients to identify and resolve complex issues/problems with potential for significant consequences, such as the inability to generate invoices and revenue.
- Subject matter expert on Lease Revenue Bond debt payments and appropriations for department.

To ensure accurate and timely development of the DGS annual rates proposal, and full cost recovery pursuant to SAM 8752 utilizing Hyperion, PeopleSoft, Microsoft Office (MS) and extensive knowledge of RESD and its complexities, the incumbent will perform the following:
- Develop and maintain the complex and varied FMD rate structure, including budget package rates or building rates, ensuring applicable workload issues are addressed.
- Communicate the complexities of the FMD matrix organization and offer technical alternatives in the development of an automated system capable of tracking the impacts to DGS rates for incremental budget changes, staffing changes, and productivity changes. Provide historical data to model future rates and recovery scenarios specific to the FMD budget.
- Advise Executive and Program Management on impacts to RESD rates from State Administrative, Federal and budgetary policies, budget changes, and other rules and regulations affecting FMD offices/programs. Recommend recovery scenarios and solutions to highly sensitive and complex FMD retained earnings issues.
- Advise the SSM II (SUP) on system requirements and processes relating to DGS annual rates proposal development, including mechanisms for linking and summarizing budget, expenditure and revenue data from individual DGS Offices.
- Facilitate development and implementation of specialized new systems for rates and technical budget development.
- Provide analysis of impacts to rates for pending or actual budget changes and develop recommendations for rate scenarios geared toward full cost recovery and fulfillment of departments’ cash goals.
- Coordinate rates outputs quantification/justification for inclusion in rates impact estimates and final proposed rates.
- Coordinate and compile annual rates proposal for submittal to DOF, including rate impacts from approved budget changes, estimated rate impacts from pending budget changes, and departmental policy rate changes/impacts. Respond to DOF inquiries and requests for additional information.

20% | To ensure accurate and timely development of the Governor’s Budget and annual Budget Act including accurate reporting of the 3-year capital outlay budget utilizing Hyperion, PeopleSoft, and Microsoft Office (MS), the incumbent will perform the following:
- Prepare and process Department of Finance Budget Letters consistent with the directives provided in each Budget Letter and in accordance with the Budget Act Control Section requirements.
- Act as the lead in the preparation of the Governor’s Budget display for the DGS capital outlay budget spreadsheets.
- Review the DGS Five Year Infrastructure Plan and work closely with the Real Estate
<table>
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<th>% of time performing duties</th>
<th>Duties and Responsibilities</th>
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<tr>
<td>15%</td>
<td>Services Division to ensure accurate and timely delivery of the capital outlay BCPs, capital outlay Schedule 10s and the final capital outlay budget spreadsheets.</td>
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**MARGINAL FUNCTIONS**

- Serves as a subject matter expert for DGS Fi$Cal processes and provides critical budget expertise and knowledge in the development, analysis and transition of various state budget processes and their impacts to program management and reporting requirements.
- Utilizing MS Office, Hyperion, PeopleSoft, and ABMS(HR Module) to complete special projects and perform other staff management functions in order to provide information for the DGS Program and Executive Management and 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 Affirmative Action Program objectives; and a manager's role in the Affirmative Action Program and the processes available to meet affirmative action 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 affirmative action objectives.

**DESIRABLE QUALIFICATIONS**

- In depth understanding of fiscal modeling methodologies, statistical analysis, and fiscal computer systems including spreadsheets and data bases.
- Expertise and in depth experience with Hyperion and PeopleSoft.

**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.
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**WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES**
- Appropriate attire for a professional office environment.
- Excellent communication skills, both oral and written.
- 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).
- 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.