

DIVISION Administration and Mgmt.	UNIT Budget Office	POSITION NUMBER 106-4800-xxx	CLASSIFICATION Staff Services Manager I Specialist
LOCATION 2020 West El Camino, Sacto, CA 95833		WORKING TITLE Staff Services Manager I Specialist	EFFECTIVE DATE September 1, 2014
SUPERVISOR NAME Nesrudin Mohamed	TITLE Budget Officer		INCUMBENT

GENERAL STATEMENT:

Under the general direction of the Fiscal Management Branch Chief, (Staff Services Manager II) the Staff Services Manager I (specialist) in an advisory capacity serves as a special consultant to Divisions and Executive Management by providing oversight, expertise and support on funding issues, budget, program changes and policy issues and acts authoritatively on the behalf of the Department

% OF TIME	ESSENTIAL FUNCTIONS
35%	<p>For the purpose of making recommendations on decisions which commit expenditure of resources or adjust the funding levels of internal programs, the incumbent, is the Department's fiscal expert and independently performs fiscal analysis and fiscal management activities and is responsible for providing technical expertise and analysis on asset management and compliance, cost allocation and fiscal methodologies, projections, streamlining funds as programs are downsized, special projects such as long term funding analysis that require extensive knowledge of blended fund sources, data systems, programmatic requirements and legislative mandates, and other budget related subjects which may result in statewide impacts and vital to the successful implementation of mandated housing and community development programs or activities Act as a liaison to foster interaction among departments such as Strategic Growth Council and Air Resources Board reporting requirements Veterans Housing</p> <p>The incumbent will also assume an additional responsibility managing the newly established resources to implement the Veteran's Housing and Homeless Prevention Act of 2014 (Proposition 41), which was approved by voters on the June 3, 2014 ballot.</p>
20%	<p>Performs workload analysis, gap analysis, and analyzes fund balances and fund condition statements against current and long-term (up to 55 years) expenditure plans. Prepare budget summaries and revenue reports on the most technical fiscal issues. Create control documents and planning estimates to track current and on-going costs and state operations administrative expenditure caps. Coordinate Interagency Agreements in conformance with the Strategic Growth Council (SGC) allotment. Coordinate compilation and dissemination of sensitive and confidential program information.</p>
20%	<p>Act as a lead in implementing strategic work plans derived from the controlling agencies to reengineer new business processes that will be implemented with the FI\$Cal enterprise wide financial management system mandated to be implemented to replace the State's legacy and fragmented financial systems currently in use</p>

% of Time	ESSENTIAL FUNCTIONS (continued)
15%	<p>statewide. FI\$Cal serves the best interest of the State and its citizens by collaboratively and successfully developing, implementing, utilizing, and maintaining an integrated financial management system.</p> <p>Responsible for organizing, maintaining, and coordinating the preparation and release of highly technical budget data and accounting information related to the development of the local assistance and state operations budget. Prepare Budget Revision to establish expenditure authority as required Provide budgetary preparation oversight and technical support of all departmental Budget Change Proposals (BCPs) consistent with new requirements by FI\$CAL to ensure that each proposal contains proper and sufficient workload justification to support the request. Analyze BCP's for conformity with the Department's and the State's policies and procedures and ensure that all DOF requirements are met. Make recommendations and provide pertinent information and guidance relative to budgetary concerns to executive staff on all BCPs.</p>
5%	<p>Make presentations to management, control agencies and other entities on a variety of fiscal issues facing the State, particularly as they relate to the Department's compliance requirements and financial solvency.</p>
MARGINAL FUNCTIONS:	
5%	<p>Assist Bond Fiscal Manager (SSM II) to Develop, implement, and maintain staffing and bond funding management tools which are used to review, analyze, and make recommendations ensuring funds are available for long-term compliance monitoring, which supports budget adjustments to properly size the HCD Budget.</p> <p>PHYSICAL REQUIREMENTS: The position does not require any special physical requirements. The incumbent will perform tasks typically while seated and often utilizing the computer.</p> <p>WORKING CONDITIONS: The incumbent will work in a cubicle/workstation in an in an air-conditioned office setting with natural and artificial lighting in a high rise building with elevator access.</p> <p>SUPERVISION RECIEVED The SSM I (Specialist) reports directly to the Branch Chief of the Fiscal Management Branch. The incumbent receives general supervision and is expected to exercise independence for the majority of tasks.</p> <p>SUPERVISION EXERCISED: The SSM I (Specialist) does not supervise staff, but has more of a coordinating role for several analysts and HCD managerial staff, including the Administration and Management Division Chief (CEA III) and the Branch Chief (SSM II). The coordinating role requires that the SSM I (Specialist) have extensive persuasive and negotiating skills.</p>

ADMINISTRATIVE RESPONSIBILITIES:

Because of the very unique way in which the Department must prepare its projections, the SSM I (Specialist) is required to assist in representing Department interests, and explaining and defending policy decisions to Department of Finance, the Legislative Analyst Office, and others.

PERSONAL CONTACTS:

The SSM I (Specialist) has frequent contact with Department managers and teams, other State departments, federal and local government agencies, and control agencies including Department of Finance, Business, Consumer Services and Housing Agency, Legislative Analyst Office, and Legislatures.

CONSEQUENCE OF ACTION:

Failure to use good judgment in processing documents, handling sensitive and confidential material and providing correct information to departmental staff and the public could significantly impact departmental employees, the internal and external operations of the Department and create a potential loss of State and federal funds.

OTHER INFORMATION:

Reports released by Control Agencies can impact the development of Bond and Non-Bond related Budget Change Proposals that become the fiscal foundation for the Department's portion of the Governor's Budget or for related legislation, all of which are subject to legislative schedules and timeframes. To meet such deadlines, there are times throughout the year when the SSM I (Specialist) may be required to work evenings or weekends.

EMPLOYEE STATEMENT

I have discussed the duties and responsibilities of the position with my supervisor. I certify that I am able to perform the essential functions listed with or without reasonable accommodation. I understand that I may be asked to perform other duties as assigned within my current classifications including work in other functional areas as business needs require.

Employee Signature: _____ Date: _____

SUPERVISOR STATEMENT

I certify that I have discussed the duties and responsibilities of the position with the employee.

Supervisors Signature: _____ Date: _____