

State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT

Division: State Financial Assistance
Unit: Operations
Position Number: 401-261-4801-xxx (PS 1244)
Classification: Staff Services Manager II Sup.
Working Title: Fiscal and Application Section Sup.
Location: Sacramento, Headquarters
Incumbent: Vacant
Effective Date: TBD

Department Statement: 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 ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

Job Summary: Under the general direction of the Operational Support Branch Chief within the Division of State Financial Assistance (DSFA), the incumbent acts as a full journey level staff specialist and serves as the technical expert in complex fiscal analysis for the division's state loans and grants programs. This includes special projects, such as long-term funding analysis, along with programmatic requirements and legislative mandates. The incumbent also oversees the division's budget development and expenditure monitoring activities related to the support of division operations.

% of Time	Essential Functions:
40%	Supervises managers over the application support unit and the fiscal support unit. Serves as DFA's subject matter expert on the division's financial activities. Responsible for researching, monitoring, forecasting, and preparing fiscal reports on the Division's multiple loan and grant programs. Gathers, organizes, analyzes, and summarizes financial data, legislation, and other economic indicators accurately to adopt an effective course of action for planned Notice of Funding Availability (NOFA) activity. Communicates regularly with various high-level officials of the State Treasurer's Office, Department of Finance, State Controller's Office, Legislative Analysts Office and various high-level managers to ensure transfer of critical financial information. Monitor and track the programs' fiscal impact of proposed legislation.
25%	Oversees the division's budget preparation and fiscal management responsibilities for division operations; prepares the Division's annual multi-million-dollar baseline support budget in coordination with the Budget Office; Analyzes expenditure and labor reports against budget allotments to determine the performance of programs

and individual cost centers; prepares revenue reports and analyzes projected revenue conditions and fund balances; prepares budget summaries on the highly technical fiscal and fund management issues. Confers and makes recommendations to the Deputy Director, Assistant Deputy Director, Branch Chiefs, and program managers in adjusting planned expenditures. Makes recommendations to the Accounting and Budgets Offices to assist in resolving fiscal issues. Reviews and monitors budget revisions, required schedules, and other budget documents prepared for the submittal of the annual Governor's Budget.

15% Develops the division's Budget Change Concepts (BCC) and Budget Change Proposals (BCP), which change the level of service or funding sources for activities authorized by the Legislature, or propose new program activities using workload data, legal mandates, and other resources to provide business solutions and/or resolve issues by providing consultation and technical guidance to management. Presents detailed analyses to division management.

15% Coordinates and works with the Accounting and Budget Office in reconciling programmatic and fiscal data systems. Participates in requirements gathering and procurement activities for new database system to replace the current Consolidated Automated Program Enterprise System (CAPES).

% of Time Marginal Functions:

5% Responsible for the completion of other projects, assignments, and Division administrative tasks as directed by management.

Special Requirements: (Define all that apply)

Travel: Up to 15% overnight travel throughout the state may be required.

Supervision Exercised: N/A

Conflict of Interest (COI): Form 700 reporting required.

Background Check: None

Live Scan: None

Bilingual, specify language: None

License/Certification: None

Medical Clearance: None

Other, please specify: None

Physical Requirements: The position requires the ability to sit, stand, read, communicate, and work on a computer for extended periods of time.

Working Conditions: The incumbent works in an office setting. Air conditioned, high-rise building with elevator access, cubicle, or office with natural and artificial lighting.

Administrative Responsibility: The incumbent advises the Assistant Deputy Director and department managers on both specific and general policy decisions affecting policy and program issues.

Personal Contacts: Confers regularly with division management, unit chiefs, program managers and staff, other divisions, as well as external stakeholders and government agencies, and the public, and occasionally with department management. Expected to work cooperatively and effectively with managers and staff to accomplish division objectives. The incumbent also has extensive contact with DFA leadership and all DFA functional areas involved in DFA's Access to Opportunity, Climate Change and Homelessness programs.

Consequence of Error: This position has responsibility to help ensure that the principles and practices of the Division are carried out and implemented in accordance with the Department's mission, policies and procedures, as well as federal and state laws. It is the employee's responsibility to ensure timely, complete, and accurate data is maintained in accordance with these policies, procedures, and laws. Failure to perform the duties listed above may result in a loss of funding to the Department, loss of future funding, and repayment of funding as the result of an error.

Diversity, Equity, and Inclusion: All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees for a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat other with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

Equal Employment Opportunity: All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Employee Name: _____

Date: _____

Employee Signature: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.