

SHADED AREA FOR HUMAN RESOURCES ONLY

		DATE July 20, 2017	H.R. APPROVAL
PC # 2179	POSITION NUMBER (Agency - Unit - Class - Serial) 175-404-4801-001		
BUREAU SECTION Administrative Services Bureau/Fiscal Services Section	CLASS TITLE Staff Services Manager II (Supervisory)		
WORKING DAYS AND WORKING HOURS Monday – Friday 8:00 – 5:00 P.M.	INCUMBENT VACANT		
YOU ARE A VALUED MEMBER OF THE CALIFORNIA STATE LIBRARY'S (CSL) TEAM. YOU ARE EXPECTED TO WORK COOPERATIVELY WITH TEAM MEMBERS AND OTHERS TO ENABLE CSL 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 (1-4 SENTENCES) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS Under the general direction of the Chief of Administrative Services (CEA A), the Staff Services Manager II (S) acts as the Department's chief fiscal officer and is responsible for the fiscal integrity, operations and services of the California State Library. The incumbent oversees the Fiscal Services Section's goals, objectives, and fiscal policy development and plans, organizes, directs, and carries out actions involving the Library's fiscal related work and activities, including the budgeting, accounting and local assistance processes and programs.			
% 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.		
65%	<p>ESSENTIAL FUNCTIONS:</p> <p>Serves as the chief fiscal officer for the California State Library. Oversees and manages the budget development process for the department, including the preparation of budget change proposals, schedules, and budgetary reports; oversees the allocation of the department's budgetary resources and the financial review of those resources; advises management in fiscal matters, i.e., accounting, budgetary, etc., that impact the State Library and its operations; evaluates and advises on the impact of long range planning, introduction of new programs/strategies and board actions; oversees the department's preparation of fiscal information for the State Controller's Office (SCO), Department of Finance (DOF), Legislative Analyst's Office (LAO) and the Legislature; provides management oversight of the Department's Accounting functions and annual financial statements; oversees the department's local assistance funding programs and processes; and maintains strong fiscal controls and accountability to ensure fiscal integrity.</p> <p>Formulates and recommends changes to procedures, policies and program alternatives associated with the fiscal functions of the State Library. Consults, advises and makes recommendations to the Executive Staff, Bureau Chiefs and program managers regarding complex fiscal matters, fiscal policies, programs and procedures and recommends fiscal strategies and solutions. Disseminates timely and relative information to Library employees through Fiscal, Accounting and Travel memos, updates to policies and procedures on the Intranet, and other shared information sites.</p> <p>Supervises and directs the work of nine (9) fiscal office staff. Distributes workloads and facilitates cross-training as needed to adapt to changing program requirements. Develops skills of staff via training opportunities and developmental assignments. Areas of responsibility include:</p> <p>Budgets: Oversees the preparation of the Library's annual budget and represents the Library in meetings on complex issues with governmental control agencies including the DOF, LAO, and the SCO. Directly supervises subordinates who perform the duties associated with the accurate and timely preparation and submission of all budget information, documents and reports required by the DOF and LAO, including galleys, schedules and budget change proposals submitted in normal budget cycles as well as additional reports mandated through Executive Orders, Budget Letters or other means.</p> <p>Collaboratively advises and consults with executive management and other key staff to align the</p>		

	<p><u>Budgets, continued</u> Library's budget with departmental priorities. Performs and/or oversees analyses of budget change proposals, proposed legislation and other budgetary initiatives for potential fiscal impact and provides recommendations to management. Provides assistance to programs in the development of budget change proposals and with preparations for and participates in legislative budget hearings.</p> <p>Advises executive staff vis-à-vis budget plans and expenditure statuses; provides expert consultation and recommendations for solutions to short and long-term fiscal difficulties and provides continual improvement of the budgeting process through education of department managers on financial issues impacting department budgets.</p> <p><u>Accounting:</u> Through a subordinate Accounting Administrator I (Supervisor), directs and oversees staff that perform the duties associated with the day-to-day operations of the Library's accounting functions including the use of the fiscal system Fi\$Cal; processing invoices and payments to vendors, grantee's and employees; distributing employee payroll; processing travel claims; cash management of State and Federal funds; P-card management; management of bond funds, federal draws, Accounts Payable, Receivable/Revenue, Revolving Fund, General Ledger, and all other accounting functions; and completion of State and Federal financial statements and reports. Represents the State Library on complex accounting issues with vendors and control agencies.</p> <p><u>Local Assistance:</u> Oversees the fiscal operations and processes of the State Library's local assistance programs, including but not limited to the California Library Services Act (CLSA), Library Technology and Services Act (LSTA), Public Library Foundation, and California Civil Liberties Public Education Program (CCLPEP) payments. Directly supervises subordinates responsible for performing duties associated with the accurate and timely preparation and processing of local assistance funding.</p>
15%	<p>Acts as the State Library's primary Fi\$Cal Department Liaison. Works directly and engages with Fi\$Cal to lead the department's implementation and maintenance teams, and provides information and insight relative to the State Library's processes and specific requirements, and acts as a Fi\$Cal Departmental Authority Designee (DAD). Is the primary point of contact for the State Library's Fi\$Cal users, including super-users who have deep knowledge of the Library's business processes; ensures roll mapping is appropriately assigned, timely and accurate; participates in readiness activities related to changes in business processes, technical impacts and training to ensure the Library and its end users are successful and supported. Participates in the Fi\$Cal Department Liaison Network (DLN).</p>
10%	<p>Collaborates with State Library Program Managers, Executive Team, Policy Analysts, and legal advisors to develop and implement departmental policies, effective processes, procedures and management tools. Enhances and/or develops, implements and enforces policies and procedures via systems that improve the overall operation and effectiveness of the State Library. Establishes credibility throughout the organization as an effective developer and contributor of solutions to operational and fiscal challenges. Provides financial perspective advisement on any contracts into which the State Library may enter. Participates in State Library external and internal audit or compliance reviews and corrective action(s) plan follow up and implementations.</p>
5%	<p>May act as Administrative Services Bureau Chief in their absence. Complies with general State and Library administrative and supervisory reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); attends and participates in staff meetings.</p>
5%	<p>MARGINAL FUNCTIONS: Performs other related duties as required to fulfill the State Library's mission, goals and objectives. Additional duties may include, but are not limited to assisting where needed within the programs, special assignments, updating job knowledge by remaining aware of new regulations. participating in educational opportunities, reading professional publications, maintaining professional networks, and participating in professional organizations.</p>

JOB DESCRIPTION (6/08)Supervision Received

The Fiscal Officer, Staff Services Manager II (S) reports directly to the Administrative Services Bureau Chief (CEA A), but may also receive direction from the State Librarian or Deputy State Librarian.

Supervision Exercised

The Fiscal Officer, Staff Services Manager II (S) directly supervises local assistance analysts, budget analysts, and the Accounting Administrator I who oversees the Accounting Office, and is responsible for the day-to-day operations provided by the Fiscal Services Section staff. May act as Administrative Services Bureau Chief in their absence.

Administrative Responsibility

The position has authority for managing the staff and fiscal resources of the Fiscal Services Section. The Fiscal Officer, Staff Services Manager II (S) is responsible for ensuring that all Budget, Local Assistance and Accounting Office activities are performed in compliance with federal, departmental and state administrative and fiscal policies.

Personal Contacts

The Fiscal Officer, Staff Services Manager II (S) has frequent contact with Library management and staff to discuss or resolve complex and sensitive issues and daily contact with Fiscal Services (Budget, Local Assistance and Accounting) staff and occasional to regular contact with grant recipients, all of which may be routine to sensitive and complex. The Fiscal Officer, Staff Services Manager II (S) acts as primary liaison on all financial-related matters with control and other state agencies, including the Department of Finance, State Controller's Office, Fi\$Cal, Department of General Services, Legislative Analyst Office and Board of Control; represents the Department in contacts with these agencies; and represents the Department before the Legislature, all which may be routine to sensitive and complex.

Actions and Consequences

The consequence of error is significant. Frequent and/or significant errors could create situations where the Library loses federal or state funding, positions, or programs; could create delays in providing services, which can create hardships or delays in the state's research and policy making, for the Library's client and patron needs, for California's public library system funding and programs, which all ultimately impact California citizens and may include loss of credibility for the State Library on statewide and national levels.

Functional Requirements

No specific physical requirements are present. The incumbent may work up to 40 hours per week in an office setting, with artificial light and temperature control. Longer work weeks may necessary to accomplish the job duties and managerial responsibilities within the Fiscal Services Section. Daily access to and use of a personal computer and telephone (80+%) is essential. Sitting and standing requirements are consistent with office work. Computer work is not typically heavy or repetitive. Incumbent is expected to travel occasionally (<5%), when necessary to attend forums and meetings or to provide consultation or training, etc.

Knowledge, Skills and Abilities**Knowledge of:**

- Generally Accepted Accounting Principles (GAAP), practices, and procedures
- Procedures of the State of California including policies, rules, and regulations of the State Controller's Office, State Treasurer's Office, Department of Finance, and any other control agencies as they relate to State agency budgetary and financial management activities
- Principles of electronic data processing, especially as it relates to accounting systems
- Principles and practices of employee supervision, development, and training
- Principles of policy formulation
- Principles and practices of project management
- The annual State of California budget development and revision process
- State and federal grant administration processes including an understanding of audit requirements unique grants including those in Generally Accepted Government Auditing Standards (GAGAS), and Generally Accepted Auditing Standards (GAAS)
- State and federal contracting and procurement policy and processes
- The State's Fi\$Cal system

Skills:

- Change management skills
- Strong project management, leadership and team building skills
- Strong organizational and analytical skills
- Time management skills
- Excellent interpersonal skills
- Conflict resolution

Ability to:

- Implement organizational and process changes
- Establish and maintain project priorities
- Monitor and track project completion
- Establish, monitor and track performance measures to ensure success
- Establish, monitor and track goals and objectives
- Adjust quickly to multiple priorities and short timeframes
- Review and edit written reports with a focus on the big picture
- Analyze data and present ideas and information effectively both orally and in writing
- Analyze a variety of fiscal data, draw sound conclusions, and adopt effective course of action
- Make decisions and recommendations regarding accounting, budget or local assistance issues
- Liaise collaboratively with all levels of staff and stakeholders
- Direct the development of legislative proposals and the review and analysis of legislation affecting the State Library's budget
- Ability to effectively represent the Department in meetings/negotiations with the Department of Finance, State Controller's Office, Legislative Analyst's Office, the members and staff of the California State Legislature, Board members, representatives of Federal Agencies, and other stakeholders

Other Information

Incumbent must: implement an infrastructure that supports and facilitates the management of significant change; implement the culture, processes, tools and technology in Fiscal Services; exercise a high degree of diplomacy, tact, professionalism, initiative and independence to work with a variety of clients which may have competing priorities; be adaptable to changes; work with all levels of staff towards process standardization; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; thrive in a fast paced environment; maintain excellent attendance; exercise sound judgment and professionalism; exceptional analytical skills; gain and maintain the confidence and cooperation of those contacted during the course of work; have management and supervisory experience; and be responsive to State Library management, staff and client needs.

The statements contained in this job description 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 to balance the workload.

I CERTIFY THAT THIS JOB DESCRIPTION REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH AND HAVE PROVIDED A COPY OF THIS JOB DESCRIPTION TO THE EMPLOYEE NAMED ABOVE.

SUPERVISOR'S NAME (PRINT)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE JOB DESCRIPTION AND I CERTIFY THAT I POSSESS ESSENTIAL PERSONAL QUALIFICATIONS INCLUDING INTEGRITY, INITIATIVE, DEPENDABILITY, GOOD JUDGMENT, AND ABILITY TO WORK COOPERATIVELY WITH OTHERS; AND A STATE OF HEALTH CONSISTENT WITH THE ABILITY TO PERFORM THE ASSIGNED DUTIES AS DESCRIBED ABOVE WITH OR WITHOUT REASONABLE ACCOMODATION. (IF YOU BELIEVE REASONABLE ACCOMMODATION IS NECESSARY, DISCUSS YOUR CONCERNS WITH YOUR SUPERVISOR. IF UNSURE OF A NEED FOR REASONABLE ACCOMMODATION, INFORM YOUR SUPERVISOR WHO WILL DISCUSS YOUR CONCERNS WITH THE HEALTH AND SAFETY OFFICER.)

EMPLOYEE'S NAME (PRINT)	EMPLOYEE'S SIGNATURE	DATE
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