



Classification: Staff Services Manager I

Title: Budget Manager

Salary: \$5,470.00-\$6,796.00

Posted: 11/16/2016

Permanent, Full-Time

## **Not Your Average State Agency**

The California Student Aid Commission (CSAC) is the principal state agency responsible for administering \$2 billion dollars in financial aid programs for students attending public and private universities, colleges, and vocational schools in California. Our Mission is to make education beyond high school financially accessible to all Californians.

We are located in Rancho Cordova, in a great office complex near Zinfandel and Hwy. 50. There is plenty of parking and it is free!

## **Highlights of the Job**

Plans, organizes and directs the work of staff responsible for the preparation of the Department's annual budget in accordance with the direction provided by the Department of Finance (DOF) and the SAM; oversees the calculation of baseline budget adjustments (e.g., including but not limited to: DOF Budget Letters, one-time costs, limited term adjustments), the completion of budget galley spreadsheets, supplementary schedules and ensure that internal budget spreadsheets are prepared, updated and reconciled accordingly. Directs staff in their review, evaluation and analysis of legislation, regulations, budget change proposals, finance letters, federal grants and other financial documents/reports including reviewing staff assumptions and cost analysis, and providing guidance and assistance as appropriate.

Oversees the work of staff responsible for the preparation and ongoing maintenance of the Department's budget plan; ensures that budget plans are uploaded to the Financial Information System (FI\$Cal) and expenditure data is reviewed monthly to ensure expenditures are within budgeted authority. Oversees the review and approval of purchase and contract funding requests. Coordinates with contract or accounting staff on issues of mutual concern, preparation of section letters, budget revisions and deficiency requests as needed, fiscal coordination and consultation to program staff and managers, preparation of the budget change proposals.

Oversees the work of staff responsible for the preparation and maintenance of the Budget Office's internal position roster and program spreadsheet, the annual reconciliation of the State Controller's Office (SCO) established positions (Schedule 8), and the preparation of the Supplemental Salary and Wages (Schedule 7A). Oversees the review and approval of Changes in Established Positions (Std 607), and review and validation of Staff Change Notice Forms for new, separated, and transferred employees.

## **Minimum Qualifications**

<http://www.calhr.ca.gov/state-hr-professionals/Pages/4800.aspx>.

## Preferred Qualifications

- Experience with budget development and the interacting accounting reports.
- Ability to manage multiple projects, priorities and deadlines.
- Working knowledge of Fi\$Cal and Hyperion.
- Excellent analytical skills.
- Excellent written and oral communication skills.
- Proficient knowledge of Microsoft Office programs including spreadsheets.
- Ability to demonstrate a high degree of professionalism, tact, initiative and flexibility when dealing with assigned tasks and all levels of staff.
- Working knowledge of team-building and team-leading skills.

## Who Should Apply

Applicants must have current list eligibility for appointment to this class, currently a State employee who has transfer eligibility (transfers must meet the minimum qualifications for the advertised class, per CCR Rule 250), or currently in a Staff Services Manager I position. Applications will be screened and only those that best meet the requirements of the job will be considered. Appointment is subject to SROA/Surplus provisions.

Please reference RPA #16-012/JC #43379, Position # 270-734-4800-xxx, Staff Services Manager I, in the 'Job Title' section on the application, Std. 678. Please clearly state basis for eligibility on your application (i.e., SROA, Surplus, Re-employment, reinstatement, transfer, list eligibility, or Training & Development Assignment). College transcripts may need to be submitted with your application, to verify the educational requirements of the class, if applicable. Please refer to the "minimum qualifications" to determine whether transcripts may be needed.

## Statement of Qualifications

Candidates are required to submit a Statement of Qualifications (SOQ). The SOQ is a narrative discussion of how the candidates' education, training, experience, and skills qualify them for the position. The SOQ should be typed and no more than two pages in length. Applications received without an SOQ will be rejected. A resume is not considered an SOQ; please clearly state which document is your SOQ when submitting.

## How to Apply/Final Filing Date

Applications, résumés, and SOQs will be accepted "Until Filled", and can be submitted electronically through the CalHr Cal Career Jobs website at [www.jobs.ca.gov](http://www.jobs.ca.gov). Résumés are optional, however, the Standard 678 Employment Application and SOQ are required.

Applications will not be accepted by fax or e-mail and will only be accepted through the CalHR Cal Career Jobs website. **Caution:** Do not withdrawal your application on the CalHR Cal Career Jobs website for minor corrections, as you will not be able to re-submit another application online. You may contact [Personnel@csac.ca.gov](mailto:Personnel@csac.ca.gov) for any questions on this process, or if there are concerns about your application being received.

Please contact [Personnel@csac.ca.gov](mailto:Personnel@csac.ca.gov) if any assistance is needed with the electronic application process. It can then be determined whether a hard copy application is an only option.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF AGE, ANCESTRY, COLOR, EXERCISING THE RIGHT TO FAMILY CARE AND MEDICAL LEAVE, DISABILITY (MENTAL AND PHYSICAL), GENDER, GENDER IDENTITY OR EXPRESSION, GENETIC INFORMATION, MARITAL STATUS, MEDICAL CONDITION, MILITARY OR VETERAN STATUS, NATIONAL ORIGIN, POLITICAL AFFILIATION, RACE, RELIGIOUS CREED, SEX (INCLUDES PREGNANCY, CHILDBIRTH, BREASTFEEDING AND RELATED MEDICAL CONDITIONS), OR SEXUAL ORIENTATION OF ANY PERSON.

IT IS THE OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE. THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.



# CALIFORNIA STUDENT AID COMMISSION

## DUTY STATEMENT

### I. Position Identification:

Employee Name:	Vacant
Classification:	Staff Services Manager I
Working Title:	Budget Manager
Position Number:	270-734-4800-xxx
Location:	11040 White Rock Rd. Rancho Cordova, CA 95670
License/Other Requirement:	N/A
Date Prepared:	August, 2016
Effective Date:	

#### **Function:** *(Summary of Responsibilities)*

Under the general direction provided by the Staff Services Manager II (Fiscal Manager), the incumbent plans, organizes and directs the work of professional staff engaged in the performance of budget preparation and research, and is responsible for developing, analyzing, allocating, and monitoring the California Student Aid Commission's (CSAC) budget. The incumbent serves as a highly skilled, independent, principal staff supporting all budgetary issues of CSAC.

#### **Reporting Relationships:**

Reports directly to: The SSMII Fiscal Manager. Manages the work of one Associate Budget Analyst, and two Research staff assigned to various statistical modeling and data collection programs.

### II. Program Identification:

The California Student Aid Commission is responsible for administering financial aid programs for students attending public and private universities, colleges, and vocational schools in California. The Commission's central mission is to make education beyond high school financially accessible to all Californians.

The Cal Grant program is a \$2 billion dollar entitlement program provided to students graduating from High School and one year after, who meet specified income requirements.

The Commission is an independent Agency reporting directly to the Governor's Office and managed by an Executive Director and a Commission of Appointed members. It is supported by a General Fund appropriation in the Governor's yearly Budget.

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### III. Essential and Non-Essential Job Functions:

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#### Essential Functions:

***Candidates must be able to perform the following functions with or without reasonable accommodations.***

- *Exists to perform the function*
- *Limited numbers of employees available to perform function*
- *Highly specialized function*
- *Removal of function would fundamentally alter the job*
- *Must be able to perform with or without reasonable accommodation*

50% Manage the unit responsibilities and provide supervision and oversight to professional and technical staff in accomplishment of work program objectives. Direct, plan, and organize the work of the unit; provide workload assignments, review work and provide training as necessary to ensure staff's success, knowledge, and coordination with other financial aid programs. Encourage and motivate staff; communicate on a regular basis with staff; conduct staff meetings as appropriate; establish performance expectations and complete probationary reports and annual evaluations taking corrective actions as necessary to promote continuous improvement. Knowledge of Fi\$Cal and Hyperion.

Unit responsibilities include:

- Provide budgetary oversight and technical support for CSAC. Provide recommendations for funding issues and program changes based on various budget related issues.
- Prepare all required documents for the annual Governor's Budget proposal including the Budget Galley, Salaries and Wages Supplement (7a), Equipment, OE&E, Reimbursement Schedules, Schedule (8) etc. Prepare responses to various budget letters as required, including retirement drills, general salary increases, interdepartmental charges, reduction drills, etc.
- Prepare, submit and obtain approval of the annual Out-of-State Travel Blanket.
- Prepare all departmental Budget Change Proposals (BCP's) to enter into the Hyperion system; analyze BCP's for conformity with the Department's and the State's policies and procedures; ensure the Department's and DOF requirements are being met.

45% Monitor assigned program's current year budget and develop quarterly and year-end expenditure projections by division; oversee compilation and summarizing of projection data for senior level managers; tracking of expenditures by line item for operating expense and personal services, preparation of fiscal reviews, compilation of past spending patterns against current needs, reconciliation of appropriations by expenditure category, preparation of documentation in conjunction with other Divisions on caseload disbursement, and presentation of findings to executive management, Department of Finance and legislative consultants.

- Develop, utilize, and maintain documentation and/or system information to provide the necessary controls and data; prepare the appropriate documentation for program changes, which includes the fiscal analysis and justification for the budget revisions and evaluation of division needs. Review legislation to determine fiscal impact.

- Provide departmental oversight relative to reimbursement activities; prepare various analyses to ensure program needs are met and to determine whether charges are reasonable. Coordinate policy direction on allotment issues and distribution of annual funds to fulfill program needs.
- Ability to stay outside of normal working hours.

**Non-Essential Functions:**

- *Secondary to essential functions*
- *Function is a minimal part of the job*
- *Make up remaining duties of the position*
- *Can be absorbed by another staff person*

5% Other duties as assigned.

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**IV. ADA Requirement:**

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Alternatives will be provided for incumbents who are unable to perform the non-essential functions of the job due to a disability covered under the Americans with Disabilities Act

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**V. Physical Requirements:**

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Ability to operate and utilize office machines required to perform work tasks, such as copiers, faxes, calculators, personal computer, etc. These job duties may require the incumbent to work under demanding conditions and irregular hours during peak periods. Requires sitting for long periods of time while using a personal computer or reviewing documents and working papers.

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## VI. Working Conditions:

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Employee's work is to be performed within an office environment, and is equipped with standard or ergonomic office equipment, as needed. Attend meetings in designated conference rooms and be willing to travel to off-site meeting locations.

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## VII. Attendance:

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Must maintain regular and acceptable attendance at such level as is determined in the Commission's sole discretion.

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## VIII. Signature

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By signing this document, I acknowledge that I have read and understand all the requirements and information above and will receive a copy of this Duty Statement.

**Applicant/Employee Certification of Essential Functions:** 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 accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Office).

**Professional Conduct:** As an employee of the CA Student Aid Commission, I shall conduct business in a professional and ethical manner by demonstrating integrity, honesty, good judgement, courtesy, and respect at all times. I shall be sensitive to, and responsible for, the efficient, economical, and legal implementation of all business operations.

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Employee Signature

Date

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Supervisor Signature

Date

\*Duties of this position are subject to change and may be revised as needed or required.