Staff / MPP Position Description

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| --- |
| HR USE ONLY  |
|  Conflict of Interest (COI) Designated: [ ]  Yes [ ]  No  Mandated Reporter: [ ]  Limited [ ]  General [ ]  N/A  | **HR Reviewed By & Date:**  |

Conflict of Interest Per Political Reform Act of 1974

If the person holding this position is considered a ‘Conflict of Interest Designate’, under the Political Reform Act of 1974. They are required to comply with the requirements set forth in Conflict-of-Interest codes as a condition of employment.

Mandated Reporter Per CANRA

If the person holding this position is considered a ‘mandated reporter’, under the California Child Abuse and Neglect Reporting Act. They are required to comply with the requirements set forth in [CSU Executive Order 1083](https://calstate.policystat.com/policy/10927154/latest/#attachments/c69e6c3b-de81-4119-9dcb-ead514145a9a/EO-1083%20AttachB_Final%20Draft.pdf) as a condition of employment.

# SECTION I. POSITION INFORMATION

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| --- | --- |
| **Reason for Position Description (Please check all that apply):** | [ ]  Classification Review [ ]  Update Position Description[ ]  New Position [ ]  Existing Position [ ]  Temporary Reassignment[ ]  Permanent Reassignment [x]  Recruitment |
| **This position description is being submitted by:** | [ ]  Employee [ ]  Supervisor/Lead[x]  Dean/Chief Administrator |
| **Effective Date:** |  |
| **Division:** | Admin Affairs |
| **Department:** | Budget |
| **Employee Name:** |  |
| **Humboldt Employee ID:** |  |
| **Current Classification:** | Admin II |
| **Position Number:** |  |
| **FLSA Status:**  | [x]  Exempt (not overtime eligible) [ ]  Non-exempt (overtime eligible) |
| **Working Title:** | Director of Budget & Financial Planning |
| **Time Base:** | 1.0 |

# SECTION II. PURPOSE OF POSITION

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| **State the basic purpose of the position in one or two specific statements.** | The Director of Budget & Financial Planning leads university-wide budget operations, including revenues, expenses, and reserves. They ensure compliance with regulations and policies, coordinate financial reporting, and develop strategic plans. The Director collaborates with campus leadership, serves as a liaison to the CSU Chancellor's Office, and represents the university in various settings. They are expected to have strong business acumen, financial planning expertise, and leadership skills to effectively manage the budget process. |

# SECTION III. MAJOR RESPONSIBILITIES

List the major responsibilities/functions of the job in descending order from the most important to the least important. Indicate approximate percentage of time spent in each (percentages should not be less than 5%). An Essential Function is a job-related task that is essential to the job. A marginal function is a job-related task that is not an essential aspect of the job. Essential Functions and Marginal Functions should have a combined total of 100%.

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| **Description of Major Responsibilities:**  | **Essential Functional or Marginal Function ?** | **(%) Percent of Time** |
| **Resource Planning and Development -** The development of the University budget is an enterprise-wide activity in collaboration with the AVP of Financial Operations and resulting in the operating assumptions and strategies for the planning period. While the entire institution contributes to the development phase, it is the responsibility of this position to construct a decision support system to advise the AVP of Financial Operations and ultimately the CFO and executive leadership of the institution. The Director of Budget and Financial Planning will: a) Manage a process to solicit and review current and projected needs of all academic and administrative units. b) Research, analyze, and present financial and enrollment information related to the development and management of the University’s budget. c) Forecast the University’s financial position, including assumptions, risks and opportunities, and recommendations for changes. d) Develop and recommend policies to support prudent budget management, reserve guidelines, and strategic asset management. e) Manage the systems and processes for capital budget management and long-range strategic financial, debt, and institutional planning. Assess the financial position of the university based on measures such as debt coverage and leverage ratios. | E | 35% |
| **University Budget Management -** Budget management and monitoring require ongoing review of the budget plan to ensure the approved budget remains accurate, relevant, and reflective of the University’s activities. To support this requirement, the Director of Budget & Financial Planning will: a) Work collaboratively with the AVP of Financial Operations and CFO to draft the university and division annual operating budgets and provide recommendations with a focus on the strategic priorities of the university. b) Partner with the AVP of Financial Operations, CFO, and division leaders to refine division annual operating budgets. Provide business cases and scenarios for best allocation of resources. c) Develop, implement, and manage the University budget, including maintenance of position inventory. Communicate in an advisory role with all university administrators possessing budget accountability. d) Create and maintain clear, realistic division/department financial forecasts. Advise the AVP of Financial Operations and CFO and division heads regarding deviations from projections based on day one budget allocations, and implications. e) Provide advice and guidance to executive leadership, faculty, and staff on budget issues. f) Serve as lead for enterprise system implementation related to budget, and data warehouse information. | E | 25% |
| **Financial Reporting and Compliance -** Ability to report and analyze the performance of the approved budget as compared to actuals and projections. To achieve this responsibility, they will: a) Produce budget reports and updates for the campus as well as provide oversight regarding the development of project budgets and their assigned accounting chartfields. b) Interact with the budget and finance staff at the CSU Chancellor’s Office to ensure that campus practices are compliant with directives and regulations including serving on system-wide affinity groups and committees as requested. | E | 15% |
| **Transparency, Communication, and Collaboration -**Must be able to utilize partnerships across the University to ensure managers have the appropriate tools, training, and understanding to effectively manage the resources allocated to their unit. In partnership with the AVP of Financial Operations CFO, they will share and solicit information to build a shared culture of financial stewardship and collaboration. To achieve this result, the Director of Budget & Financial Planning will: a) Lead a team that works transparently and collaboratively. Model a high degree of transparency and collaboration in engaging with the AVP of Financial Operations, CFO, leadership, and various stakeholders in the University community. b) Demonstrate strong leadership aptitude. Facilitate open communication and bring people together to create meaningful educational and information-sharing experiences when translating complex financial information to a non-financial audience. c) Serve as an advisor to leadership. Actively consider and communicate financial challenges and opportunities facing the university. d) Provide guidance, support, and data analysis for the University Budget committee to include revenue and expense projections, enrollment estimates, and reserve recommendations. | E | 15% |
| **Supervision, Management, and Development -** a) Supervise staff within the University Budget Office b) Establish and monitor staff performance and development goals, set objectives, determine priorities, and conduct frequent coaching and annual performance appraisals. c) Monitor and manage daily activities of production; organize and assign workflow and provide clear and direct communication to establish focus and ensure employees understand duties and delegated tasks; provide constructive feedback and support issue resolution. d) Foster inclusivity and teamwork; encourage open communication, curiosity, feedback, and involvement in decision-making processes; build positive relationships, provide motivational support, and nurture a work culture that challenges, respects, and engages staff. e) Coordinate training and skill development opportunities for cross-trained personnel. Ensure business and service continuity by identifying and assigning back-up project leads for all cyclical and major deliverables. | E | 10% |
| **Total =100%** | 100% |

# SECTION IV. CHANGES IN RESPONSIBILITES

1. What overall percentage of changes occurred in the assigned duties and responsibilities since the position was filled or the last review? Be specific. If responsibilities have increased or decreased, which ones and in what way? What new duties were added and what did they replace?

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| **Changes in Responsibilities:**  | **(%) Percent of Change** | **Date Changed** |
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1. *Did the new duties transfer from another employee? If so, which employee? If the added duties*

*replace other assignments, what will happen to the duties that were removed? (List other positions*

*affected and summarize impact, if applicable.)*

# SECTION V. WORK DIRECTION OVER OTHERS

If this position leads (or manages/supervises if MPP) other positions, then list the classifications. Indicate type of direction, whether direct (directly supervises the position and conducts performance evaluation, MPP Only) or indirect (acting in a lead capacity or assigning work).

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| --- | --- | --- |
| **Classification** | **Working Title** | **Type of work direction** **(Direct or Indirect)** |
| Admin I | Budget Manager | Direct |
| Admin Analyst/Specialist III E | Capital Projects Financial Analyst | Direct |
| Admin Analyst/Specialist I NE | Budget Analyst | Direct |

# SECTION VI. POSITION REQUIREMENTS:

|  |  |
| --- | --- |
| **List education and years of experience required, as listed in Classification Standards. If applicable, include necessary certificates and licenses (Driver’s License).** | • Bachelor’s degree in Accounting, Finance or Management or related field.• 3-5 years’ experience in a similar setting completing similar duties as described above.• Demonstrated experience in budget and financial management.• Experience managing a diverse staff. |
| **List REQUIRED skills, knowledge, and abilities required for this position. As listed in Classification Standards.** | • Demonstrated knowledge in the management and administration of programs and services as related to the duties as assigned.• Advanced financial, analytical, and planning skills including experience preparing financial statements and developing/implementing policies for this role.• Knowledge of financial management systems.• Knowledge of federal, state, and local laws, and pertinent regulations.• Highly developed interpersonal and written communications, technical writing, public speaking and negotiating skills.• Demonstrated knowledge of non-profit or governmental budgeting.• Highly developed skills concerning use of Microsoft Office products (i.e. Word, Excel, PowerPoint, Outlook, Project, Access).• Ability to recognize and accommodate changing priorities; meet short- and long-term deadlines/goals and complete routine tasks despite intermittent interruptions. This includes managing multiple tasks and working proactively to avoid crisis and backlog.• Highly developed skills associated with collection, compilation, and organization of a wide variety of data for reporting and record-keeping purposes.• Ability to reason logically, draw valid conclusions and make appropriate recommendations.• Excellent attention to detail, including content and format.• Ability to operationalize sustainability concepts (economy, society, environment) into all aspects of performing job duties.• The ability to realize goals by working collaboratively and cooperatively with and through a diverse group of constituencies on all levels within the campus as well as city, county, state, and other regulatory agencies.• Proven skills in leadership, management, promoting and managing change, team building and fostering cooperation.• Demonstrated leadership abilities and record of success in budget, finance, or treasury. |
| **List PREFERRED skills, knowledge, and abilities required for this position.**  | Master’s Degree in Business Administration or related field.  |

**SECTION VII. *Background Check, Credit Check, and Sensitive Information:***

1. **Background Check***: A background check must be satisfactorily be completed before a candidate can be offered this position. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for this position. The background check consists of the following: Employment and education verification, reference checks, and checks of the following systems and databases: National Social Security number/Address Locator, Felony/Misdemeanor, National Criminal Database, Federal Criminal, Department of Motor Vehicles, and National Sex Offender Registry.*
2. **Credit Check**: Credit checks will only be performed for new hires or current employees who are voluntarily reassigned or reclassified into a position that requires a credit check. To determine if this position requires a credit check, please consult with Classification & Compensation Services and reference the [CSU Background Check Policy](https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy) located at: <https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy>.

|  |  |
| --- | --- |
| **Does this position require a credit check?** | ***Yes***[ ] ***No***[x]  |

1. Sensitive Position*:* For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the [CSU Background Check Policy](https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy) located at: <https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy>, complete Attachment B.

|  |  |
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| **Does this position meet the criteria for a sensitive position?**  | ***Yes***[x] ***No***[ ]  |

# SECTION VIII. SIGNATURES

Signature indicates position description is an accurate and correct statement of duties and responsibilities assigned to position.

Employee’s Signature & Date

Supervisor’s or Lead’s Signature & Date

Sarah Long, AVP of Financial Operations & University Controller

Dean’s or Chief Administrator’s Signature & Date

Sherie Gordon, Chief Financial Officer

# Attachment A

Complete for all positions

**To comply with the provisions of the Americans with Disabilities Act, specify the physical, mental, and environmental conditions of the essential functions of the job, please complete the sections below.**

**Physical Summary:** Choose one description out of the categories below that best describes this position.

[x]   **Sedentary Work:** Involves mainly sitting. Walking and standing are minimal. Lifting is limited to lightweight objects (10 pounds or less).

[ ]   **Light Work:** Job involves some lifting of medium weight objects (10-20 pounds) and/or 10% -20% of the job involves standing or walking.

[ ]   **Medium Work:** Job **i**nvolves lifting heavy-weight objects (20-40 pounds) and/or 20%-40% of the job involves standing, squatting, kneeling, or walking. May require pushing or pulling objects within the weight limits.

[ ]   **Heavy Work:** Job involves lifting more than 40 pounds. Approximately half of the incumbent’s time will be spent walking, standing, squatting, kneeling, or climbing.

**Use codes below for each of the item(s) which most accurately describes the extent of the specific activity performed in this position.**

“C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

“O” = occasionally or up to 3 hours per day “N” = never

|  |  |
| --- | --- |
|  **Physical Requirements of the Position**  |  **Mental Requirements of the Position** |
| O | Bending (neck) | F | Reading & Comprehending |
| O | Bending (waist) | F | Writing |
| N | Climbing | F | Performing Calculations |
| N | Crawling | F | Communicating Orally |
| N | Kneeling | F | Reasoning & Analyzing |
| O | Pushing/Pulling | F | Decision Making |
| F | Sitting |  | Other: |
| N | Squatting |  | Other: |
| O | Standing | **Environmental Working Conditions** |
| O | Twisting (neck) | N | Exposure to variations in temperature/humidity |
| O | Twisting (waist) | N | Exposure to chemicals, gases, dust or fumes |
| O | Walking | N | Operates machinery or drives motorized equipment |
| O | Handling Objects | N | Exposure to bio-hazards |
| F | Manual dexterity | C | Working in normal office environment |
| O | Reach above/below shoulder | N | Uses specialized equipment |
| N | Using foot controls |  | Other: |
|  | Other: |  | Other: |

# Attachment B

Complete for all positions

***Sensitive Position:*** *For current employees who are voluntarily reassigned or reclassified to a sensitive position, a background check is also required. To determine if this position is a sensitive position, please consult with Human Resources and reference the CSU Background Check Policy located at:* [*https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy*](https://csyou.calstate.edu/Policies/HRPolicies/HR2017-17.pdf#search=background%20check%20policy)*.*

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| --- |
|  *Consideration for designation as a sensitive position per HR Technical Letter 2017-17* |
| 1. Does this position have responsibility for the care, safety, and security of people (including children and minors), animals, and CSU property?
 | [ ] Yes [x]  No | Sexual offender registry check for those who perform work involving regular or direct contact with minor children and those who are identified as mandated reporters of child abuse and neglect under Executive Order 1083 and California Penal Code §11165.7(a). |
| 1. Does this position have authority to commit financial resources of the university through contracts greater than $10,000
 | [x] Yes [ ]  No |  |
| 1. Does this position have access to, or control over, cash, checks, credit cards, and/or credit card account information?
 | [x] Yes [ ]  No |  |
| 1. Does this position have responsibility or access/possession of building master or sub-master keys for building access?
 | [ ] Yes [x]  No |  |
| 1. Does this position have access to controlled or hazardous substances?
 | [ ] Yes [x]  No |  |
| 1. Does this position have access to and responsibility for detailed personally identifiable information about students, faculty, staff, or alumni that is protected, personal, or sensitive?
 | [x] Yes [ ]  No |  |
| 1. Does this position have control over campus business processes, either through functional roles or system security access?
 | [x] Yes [ ]  No |  |
| 1. Does this position have responsibilities that require the employee to possess a license, degree, credential or other certification to meet minimum job qualifications and/or to qualify for continued employment in an occupation or position?
 | [ ] Yes [x]  No | **List professional licensing, certification, and/or credential verification required:** |
| 1. Does this position have responsibility for operating commercial vehicles, machinery or equipment that could pose environmental hazards or cause injury, illness, or death?
 | [ ] Yes [x]  No | Motor Vehicle Records/Licensing Check is required |
| **If you answered yes to any of the questions above, this position shall be deemed a sensitive position which may require additional background components.**  |

# Attachment C

Complete for MPP Positions Only

**Mental Effort:**

Enter frequency of occurrence for all applicable activities using the following key:

 “C” = constantly or 6-8 hours per day “F” = frequently or 3-6 hours per day

 “O” = occasionally or up to 3 hours per day “N” = never

|  |  |
| --- | --- |
| **Planning** | **Performance Evaluations** |
| F | Forecast | O | Determine Performance Standards |
| F | Set Program Goals | O | Authorize/Approve Awards |
| F | Determine Budget Allocations | O | Prepare Performance Evaluations |
| O | Establish, Implement, Revise Policies | F | Observe/Follow-Up daily |
|  |  | O | Correct Work/Behavior Problems |
| **Organization** | **Employee Relations** |
| F | Describe Relationships Between Functions | O | Initiate Corrective Action |
| O | Define Department/Divisional Structure | O | Authorize Formal Discipline |
| C | Establish Priorities to Meet Goals | N | Administer Collective Bargaining Agreements |
| F | Schedule Work for Employees |  N | Prepares/Investigates Grievance Awards and Complaints |
| F | Implement procedures | N | Formulates/Represents University Position for Formal Grievances/Complaints |
| F | Determine work methods |  |  |
| C | Balance multiple tasks/projects |  |  |
| **Direction/Leadership/Supervision** | **Other** |
| F | Educate |  |  |
| F | Delegate |  |  |
| F | Coordinate |  |  |
|  F | Coach/Train/Develop |  |  |
| O | Recommend Formal Training |  |  |
| F | Motivate |  |  |
| O | Instruct/Demonstrate |  |  |
| O | Schedule Staff/Readjust Schedule |  |  |
| **Staffing** |  |  |
| O | Define Roles |  |  |
| O | Give Input to Position Descriptions |  |  |
| O | Determine Selection Criteria |  |  |
| O | Recruit/Interview/Select |  |  |
| O | Orient Staff |  |  |
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