

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

CBDA 525 (3-Page) (Rev. 11/05)

CLASSIFICATION <b>Program Manager I, CBDA</b>		POSITION NUMBER <b>534-003-0783-391</b>	MCR <b>1</b>	RPA # <b>009-RA</b>	
APPOINTEE		DIVISION/SECTION <b>Program Performance &amp; Tracking</b>			
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input checked="" type="checkbox"/> <b>M10</b> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>					
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>John Ryan</b>	SUPERVISOR'S CLASSIFICATION <b>Program Manager II</b>		
APPROVED BY (Personnel Analyst's Name) <b>Lynn Darby</b>			DATE <b>11/20/08</b>		
<b>ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.</b>					
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the general direction of the Program Manager II for Program Performance and Tracking (PP&T), the Program Manager I, CALFED Bay-Delta Program, supervises a small group of analysts engaged in project and performance measures tracking and reporting activities.					
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.				
40% (E)	<p>Manages the development of information and data reporting standards for measuring and assessing project and Program performance. Assists with the development of performance indicators in conjunction with the 25 implementing agencies (IAs) to measure the performance of CALFED programs by objectives and program elements; analyzes, validates, and compiles fiscal and program data submitted by the IAs.</p> <p>Leads the design of information technology solutions and techniques to organize, compile, and report on program performance and fiscal data across CALFED programs in order to report on progress made toward CALFED's stated program objectives as defined by performance indicators; and assists in the development of program assessment strategies centered on project and performance management principles.</p> <p>Advises management on Program fiscal and performance status and trends impacting the CBDA project portfolio, and provides consistent statistical analysis for assessing the success of project and program level goals and objectives.</p> <p>Coordinates with IA staff, Resources Agency employees, and external stakeholders on matters affecting program tracking and fiscal reporting; organizes, facilitates, and leads groups and panels assembled to define project and program performance requirements, reporting elements, measures, and indicators for the CALFED Bay-Delta Program.</p>				
SUPERVISOR'S NAME (Print) <b>John Ryan</b>		SUPERVISOR'S SIGNATURE ➤		DATE	
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE	

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30% (E)	<p>Manages the analysis of summary budgetary data and project-specific information submitted by the 25 IAs for fiscal integrity and program validity and accuracy; compiles financial and fiscal summary data and project-specific information using text and pictorial methods via various tables, charts, and graphs and embedding the information into the annual and semi-annual progress reports due to the Governor's Office, Legislature, Office of the Legislative Analyst, and the Department of Finance for each of the CALFED program elements and objectives.</p> <p>Prepares the Crosscut Report: a compilation of fiscal and financial data for use by the Legislative Analyst's Office in its annual report to the Legislature, reported in aggregate by implementing agency by program element, and by fund source across three fiscal years as displayed in the Governor's Budget. Facilitates inter-program communication regarding project tracking and program performance issues in order to track and assess CALFED program progress using sound science protocols.</p> <p>Works closely with staff from the Science, Communications, and Strategic Planning divisions to compile the Annual Report to the Legislature; ensures alignment of program performance with strategic initiatives; and coordinates with the IA budget and program staff to ensure the integrity of fiscal and programmatic data reporting as required by the State and governing authorities.</p>			
15% (E)	<p>Collaborates with IA budget and program staff on current and budget year change proposals, and ensures integrity, accuracy, and appropriate display of Crosscut data and the validity of project-level information.</p> <p>Supervises PP&amp;T staff; selects and hires new personnel, prepares performance reports, develops staff, addresses grievances, and takes disciplinary action as appropriate. Provides on-the-job training to employees where appropriate. Assesses employee skill sets and recommends formal training. Plans and assigns work, sets schedules and priorities, and monitors quality and quantity of work. Serves as back-up in the absence of the PM II.</p>			
10% (E)	<p>Responds to inquiries for program and funding information from state and federal legislative offices, state and federal implementing agencies, the Department of Finance, federal Office of Management and Budget, and external stakeholders; assists with the preparation of materials for program and fiscal display, and attends, participates in, and/or leads various workgroup meetings as requested by the PM II.</p>			
5% (E)	<p>Analyzes workflow using various flow diagrams created in Microsoft Visio for identifying process areas requiring modification and streamlining. Oversees the developing of PP&amp;T business processes and the documenting and publishing of associated procedures.</p>			

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	<p><b>DESIRABLE QUALIFICATIONS</b></p> <p>Knowledge, Skills, and Abilities:</p> <ul style="list-style-type: none"> <li>• Knowledge of industry standards used to measure and monitor performance; proficiency in common desktop technology tools such as Excel, Access Data Base, PowerPoint, and other Microsoft products; ability to analyze data, draw sound conclusions, and present ideas and information effectively both orally and in writing; ability to give formal presentations to Agency employees, IA staff, and external stakeholders; ability to facilitate large group meetings; knowledge of project management and performance management techniques; hands-on experience with the state and federal budget processes, developing long-term financing plans and alternatives, and/or conducting projects that included findings and conclusions supported by facts and evidence.</li> </ul> <p>Special Personal Characteristics:</p> <ul style="list-style-type: none"> <li>• Ability to work productively in a fast-paced environment; strong organizational skills; attention to details, and conversely, ability to communicate facts and figures in a concise manner; maintain high ethical standards</li> </ul> <p>Interpersonal Skills:</p> <ul style="list-style-type: none"> <li>• Ability to work independently and in a team setting; gain and maintain the confidence and cooperation of those contacted during the course of work; interact with various levels of staff and management in a professional and courteous manner</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Appropriate attire for a professional office environment</li> <li>• Manage multiple priorities effectively and meet deadlines</li> <li>• Meet short processing timelines when necessary</li> <li>• Handle varying and sometimes large volume of work or assignments</li> <li>• Ability to remain calm during stressful situations</li> <li>• Ability to multi-task effectively with changing priorities or direction</li> </ul> <p><b>PERSONAL CONTACTS</b></p> <ul style="list-style-type: none"> <li>• Program tracking and fiscal reporting liaison with Resources Agency employees, state and federal implementing agency staff, and members or staff from the Legislature, Governor's Office, and/or the Office of the Legislative Analyst</li> <li>• External stakeholders and members of the public</li> </ul> <p><b>SUPERVISION RECEIVED</b></p> <p>The incumbent works under direction of the Program Manager II of Program Performance and Tracking</p> <p><b>SPECIAL REQUIREMENTS</b></p> <p>Must file a Form 700 (Statement of Economic Interests) under the CBDA Conflict of Interest Code.</p>			