San Francisco Bay Conservation and Development Commission
455 Golden Gate Avenue, Suite 10600, San Francisco, California 94102 tel 415 352 3600 fax 415 352 3606

JOB ANNOUNCEMENT

HELP PROTECT SAN FRANCISCO BAY!

Chief Budget Officer

Staff Services Manager I

Full-Time, Permanent Position

MAY 6, 2016

About Us. The award-winning San Francisco Bay Conservation and Development Commission (BCDC) is a small State of California agency located in San Francisco's Civic Center with planning, regulatory, and enforcement responsibilities in San Francisco Bay and along the Bay's nine-county shoreline. Our 42-member staff includes analysts, planners, scientists, engineers, attorneys, secretaries, and others.

Who We Want. BCDC needs a new Chief Budget Officer who can both possess an in-depth understanding of State budgeting procedures and be detail-oriented; a financial professional who can understand both the big financial picture and who can develop and implement budgets.

Term and Salary. The salary range of Staff Services Manager I is $5,311 to $6,598 per month.

About the Position. The Chief Budget Officer works closely with both BCDC's senior staff and middle management staff and teams. Duties include:

- Manage a $6-7M budget, identify future budget needs, develop budget change proposals to secure funding;
- Develop the governor's annual budget section for BCDC;
- Analyze and make recommendations on fiscal impacts of proposed administrative, program-related, regulatory, and legislative changes;
- Act as the main contact between BCDC and the Department of Finance (DOF) for all budget-related issues, which includes preparing BCDC's budget and related documents;
- Monitor and project income and expenditures, cash flow, and fund status;
- Prepare with appropriate staff fiscal projections for by program and project, and track budget allocations;
- Manage a small staff of four analysts in the areas of accounting, business services, and contracts.

Desired Qualifications:

- State civil service experience in one or more of the functions of business services, contracting, budgeting, accounting and management.
- Ability to learn and manage FI$CAL, the State's new Financial Information System.
- Excellent interpersonal, leadership, and management skills that can promote collaboration and consensus building within a small organization.
- Strong understanding of the state budget process, including experience in the preparation, justification and analysis of budgets.
- Experience with state contracting policies and procedures.
- Excellent verbal, writing and editing skills, and the ability to consult with and advise all levels of employees in a wide variety of subject matter.

- Positive approach to resolving problems/issues and the ability to successfully negotiate workable alternatives to a variety of fiscal problems.
- Strong organizational skills and the ability to handle multiple priorities effectively and meet strict deadlines.

Eligibility. To apply, you must be eligible for appointment to the California civil service classification of Staff Services Manager I. Current state employees or former state employees with transfer or reinstatement rights at the Staff Services Manager I level are also encouraged to apply. (Please note that in order to be eligible for transfer or reinstatement, applicants must meet the minimum qualifications of the Staff Services Manager I classification.) Appointment is subject to the State Restriction of Appointment (SROA) provisions. Applicants must clearly indicate the basis of their eligibility, including SROA, surplus, transfer, reinstatement status, or list eligibility in the Examination or Job Title section on the State Application Form #678 (see link below in "Applying for the Job.")

Please note that if you are not a current or past State employee and/or have not successfully participated in an appropriate civil service examination, then you cannot be considered for this vacancy. For more information on the State hiring process, please visit the CalHR website at www.calhr.ca.gov.

Applying for the Job. The job opening is at the San Francisco Bay Conservation and Development Commission, but the California Coastal Commission handles BCDC's personnel work. Therefore, to apply, please submit a standard State of California application form (STD #678) available at www.jobs.ca.gov, along with a resume, writing sample and references to:

Human Resources Office
California Coastal Commission
45 Fremont Street, Suite 1930
San Francisco, California 94105-2219
(415) 904-5430 or toll free (866) 831-2540
HumanResources@coastal.ca.gov

In the Examination or Job Title section, please clearly indicate which classification and position you are applying **(Staff Services Manager I, Chief Budget Officer - BCDC**).

Filing: Applications will be accepted until the position is filled, but we would like to fill the position as soon as possible. Applications will be screened and only the most qualified candidates will be interviewed. No relocation expenses will be offered.

Special Interview Arrangements: If you have a disability and need special interview arrangements, please mark the appropriate box in item 2 of the application. You will be contacted to make specific arrangements.

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, 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), and sexual orientation.

May 6, 2016