

## CLASS SPECIFICATION



**CLASS:** Health and Human Services Financial Officer  
**ALLOCATION:** Health and Human Services  
**FLSA STATUS:** Exempt  
**UNION AFFILIATION:** Non-Represented

**ESTABLISHED:** February 2018

### **JOB SUMMARY:**

Under general direction, plans, organizes, directs and manages all budget and fiscal activities for the entire Health and Human Services Department; makes recommendations for financial policy decisions as part of the department's management team; supervises, trains, and evaluates fiscal staff; performs other duties as assigned.

This is a single executive level management classification

### **CLASS CHARACTERISTICS:**

This single position management classification reports directly to a HHS Deputy Director in the County's largest department, and is responsible for a budget of over \$67 million dollars that includes multiple unrelated funding streams and programs including Public Assistance, Special Investigations, Veteran Services, Homeless Services, Adult Services, Public Health and Child Welfare. The scope, magnitude, complexity of duties and consequence of error, of this position requires a high degree of independent judgment, initiative, analytical reasoning, and decision making. As part of the department's management team the incumbent provides critical fiscal analysis, and makes recommendations and projections regarding complex budgetary and fiscal issues and the potential impacts to the Department. This position directs, trains, and supervises fiscal and accounting staff. The HHS Financial Officer is distinguished from the higher level HHS Deputy Director in that the latter has overall responsibility for multiple department functions, including administration, fiscal and budget functions.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

#### **Fiscal Management**

- Plans, organizes, directs and manages all fiscal activities for the department including budget preparation and monitoring, fiscal and program analysis, financial reporting, accounting functions, audits, revenue development, expense reduction, and trust accounting
- Makes recommendations regarding the development of the HHS Department's fiscal priorities, goals and policies as a member of the department's management team
- Serves as an advisor and consultant to department divisions and managers on fiscal matters such as budget preparation, revenue and expense reports, forecasting of revenues, expenditures and resource needs
- Plans, prepares, develops and monitors departmental midyear and annual budget; explains budget documents, budget line item narratives and quarterly financial reports to department management
- Monitors expenditures and revenues; prepares expenditure and revenue projections, prepares budget forecasts and other financial planning reports and makes recommendations to department management
- Reviews California Department of Social Services County Fiscal Letters and All County Letters for allocation and program changes; identifies impacts; recommends changes and effective strategies for implementation and integration with existing budget operations
- Prepares monthly and yearly closing financial reports, yearly encumbrance and capital expenditure requests and yearly Single Audit Statement of Federal Award
- Coordinates with administrative division regarding contract costs; identifies funding sources, and monitors contract invoices and expenditures
- Coordinates with applicable department program on grant applications, identifies source for matching fund requirements; monitors grant funds, grant revenue, and grant expenditures

### **Staff Supervision**

- Plans, organizes, assigns and evaluates the performance of subordinate staff; develops performance standards, provides direction and coaching through regular feed back sessions; creates individual development plans with employees; discusses job performance problems to identify causes and issues
- Works to resolve problems; proposes and administers discipline
- Participates in the interviewing and selection of staff
- Directs the planning of work, setting of schedules and development of controls to ensure that short and long-range goals of the department are accomplished

### **Administrative**

- Develops and implements division goals, objectives, policies and procedures; directs and develops work plans, projects, programs; reviews and evaluates work products and methods
- Develops, implements and manages special projects as assigned
- May be required to give presentations to various governmental bodies

### **Important Duties:**

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Uses standard office equipment, including a computer, in the course of the work; drive a County or personal motor vehicle to attend meetings.

### **EMPLOYMENT STANDARDS:**

#### **Knowledge of:**

#### **Fiscal Management**

- Advanced principles, methods, and procedures of budget preparation and control
- Fiscal administration, analysis and forecasting techniques in a public agency
- Methods and techniques of public financing
- Principles and practices of auditing and reconciling financial documents and records
- Principles and practices of governmental accounting, auditing, budgeting processes, budget analysis, formulation and control, and complex financial systems development and operations
- Financial statement preparation

#### **Staff Supervision**

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, employee training, development and discipline.

#### **Administrative**

- Administrative principles and practices, including program development, implementation, goal setting and evaluation.
- Policy development and implementation
- Computer applications related to the work.
- Correct business English usage

#### **Skill in:**

#### **Fiscal Management**

- Planning, organizing, directing and evaluating the financial operations of a complex, large department including developing and implementing goals, objectives, policies, procedures and work standards for the financial function
- Preparing and directing the preparation of multiple, complex departmental budgets; complex and diverse claiming processes and audit reviews
- Monitoring budgets to ensure conformance with revenues expectations and expenditure plans
- Effectively analyzing and evaluating complex financial and budgeting problems and implementing effective solutions
- Developing new policies and procedures as necessary to improve operations and implement changes required by laws and regulations
- Interpreting and applying provisions of new legislation, rules and regulations pertinent to the fiscal administration of a public agency
- Interpreting, applying and explaining complex laws, regulations and procedures

- Managing multiple budget priorities and situations concurrently
- Establishing and maintaining effective working relationships with county staff, auditors, public agencies, boards and commissions as necessitated by requirements of the job

### **Staff Supervision**

- Planning, organizing, assigning, directing, reviewing and evaluating the work of assigned staff; providing direction and coaching through regular feedback sessions; creating individual development plans with employees; discussing job performance problems to identify causes and issues, and to work on resolving problems; initiating performance improvement plans; and proposing and administering discipline.
- Assisting in the interview and selection of staff; designing and implementing various organizational development and employee training programs, managing staff training.
- Directing the planning of work, setting of schedules and development of controls to ensure that short and long-range goals of the department are accomplished.

### **Administrative**

- Project management
- Maintaining accurate records and files
- Preparing clear, accurate reports, correspondence and other written materials
- Assisting in the development and implementation of department goals, objectives, policies and procedures

### **Ability to:**

#### **Fiscal Management**

- Effectively manage and perform all aspects of budget analysis, preparation and monitoring for the department's highly complex and large budget that includes multiple programs, regulations and funding streams
- Analyze and make effective recommendations regarding financial and accounting procedures
- Develop, implement and administer a multiple accounting control, fund disbursement and fiscal reporting system
- Make rational judgments and decisions in a timely manner particularly in situations involving potential risks
- Monitor proposed state and federal budgetary or legislative actions to identify potential impact to the department's fiscal situation

#### **Staff Supervision**

- Effectively manage, train, develop and motivate subordinate staff

#### **Administrative**

- Establish and maintain effective working relationships with those encountered during performance of assigned duties
- Effectively represent the department before the Board of Supervisors, County administrator, and other entities and organizations as required
- Work extended hours during budget cycles
- Communicate information and ideas in a manner others will understand
- Listen carefully to what other people are saying, take time to understand the points being made, and ask questions as appropriate for clarification
- Prepare clear, concise and organized written reports, correspondence and other materials
- Exercise initiative, ingenuity and sound judgment to solve difficult fiscal problems.
- Communicate competently and effectively in writing and verbally as appropriate for the needs of the audience.
- Effectively use interpersonal skills in a tactful, patient and courteous manner.
- Work within a team framework, both as a leader and a member.

**Physical Demands:** The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group III) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body

mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.

- Stamina to remain seated, stand and/or retain concentration for an extended period of time.
- Mobility to drive a motor vehicle

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**Work Environment:**

- Generally a typical office setting
- May be required to travel to various worksites or locations
- Occasionally may be required to travel; attend meetings or conferences outside of normal business hours

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

**Licensing and Certification:**

- Ability to obtain a valid California Class C driver's license within thirty (10) days of employment, and maintain throughout employment

**Special Requirements:**

- Work overtime during certain times such as budget preparation periods
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting and credit check prior to hire
- DMV printout prior to hire
- May be required to file statements of economic interest with the Yuba County Clerk/Recorder
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** A Bachelor's Degree with major course work in accounting, business administration, public administration, finance or a field related to the work AND five (5) years of progressively responsible professional experience performing accounting, budgetary or financial analysis which has included at least two years in a supervisory or management capacity. Candidates with strong experience who lack the degree are encouraged to apply

**PREFERRED:** In addition to the above minimum requirements, fiscal and supervisory experience in a public agency setting that would have provided the required knowledge and skills is preferred.

**This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.**

Approval: Department Head  
Date:

EEOC: A  
WC: 9410

Human Resources Approval: Analyst  
Date:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_