

## CLASS SPECIFICATION



**CLASS:** Finance & Administrative Supervisor  
**ALLOCATION:** County-Wide  
**FLSA STATUS:** Non-Exempt  
**UNION AFFILIATION:** YCEA

**ESTABLISHED:** June 2009  
**REVISED:** May 2015

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### **JOB SUMMARY:**

Under general direction, plans, organizes, and supervises administrative or fiscal staff engaged in difficult, complex, sensitive, and detailed analytical work, including quantitative analysis in the areas of budget, financial/fiscal, contracts, economic, procurement, legislative and administrative policies; and performs other duties as assigned.

This is a full supervisory professional level classification in the analyst series.

### **CLASS CHARACTERISTICS:**

This position reports directly to a Division Manager. Incumbents are responsible for supervising and performing the most complex level of analysis. This class is distinguished from the Administrative Services Officer I and II in that the latter has broad management responsibilities and accountability over both the administrative and financial/budgetary functions of a large division whereas this classification has supervisory responsibilities over more limited and specialized functional areas.

### **EXAMPLES OF DUTIES:**

#### **Essential:**

- Direct and manage the daily activities of fiscal or administrative units through appropriate delegation and direct work supervision.
- Screen and assign workload; evaluate workforce and resource needs; plan, prioritize and assign tasks and projects; ensure adherence to quality standards, deadlines, established policies and procedures; resolve problems, develop alternative solutions, project consequences of proposed actions, present recommendations in support of objectives and assure the quality of work products.
- Implement County, departmental and divisional policies, procedures, and service standards in conjunction with management; research, develop and recommend procedural guidelines for implementing changes in policies, procedures, rules and regulations.
- Continuously monitor and evaluate the quality, responsiveness, efficiency and effectiveness of assigned department or division service programs, service delivery methods and procedures; implement new systems, methods and procedures; monitor program progress in meeting goals and objectives; conduct updates with management staff to inform and advise project progress.
- Assist in developing performance standards for assigned professional, technical, and administrative support staff; conduct performance evaluations; counsel, train and coach staff; monitor work, develop staff skills, and evaluate performance; identify training needs and provide training or arrange for training to be provided; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of assigned department.
- Plan, develop and direct the production of highly complex departmental budget(s); advise management in the budget development and management process, including formulating policy, monitoring, reporting and interpreting budget documents; supervise the preparation of budget line-item narratives, quarterly financial reports, complex analyses, recommendations and justification based on complex statistical analyses for annual and mid-year requests.
- Prepare or direct the preparation, review and analysis of cost estimates and terms for financially significant new and existing contracts; conduct negotiations with contractors with regard to additional contract terms, cost reimbursement and provisions.
- Monitor contract expenditures for programs and department; assure compliance with Department goals and policies, as well as applicable laws and regulations; direct the preparation of contracts and program financial reports which summarize and forecast contract activities and financial position based on past, present and expected operations; analyze federal, state and local legislation relating to current or future contracts and programs for impact upon departmental service delivery.
- Direct the analysis of existing federal, state and local laws and regulations and proposed legislation related to assigned County department and functions; comprehensive written and verbal reports regarding fiscal, policy, and/or programmatic impact; make recommendations concerning the modification of programs and procedures to assure compliance with federal, state and local requirements as appropriate; and develop County position papers.

- Analyze trends, and forecasts contract or program revenues, expenditures and workload based on complex internal and external data sources; evaluate program requirements and resource utilization; coordinate contract planning, program development and compliance evaluation teams.
- Identify alternative funding sources, coordinate and complete grant applications; monitor grant funds, and track results and expenditures for compliance with Department policies and goals.
- Research, organize, compile, summarize and analyze data and information; develop and document recommendations; prepare and present reports to management and other agencies.
- Coordinate information and assures effective communications between divisions; clarify and reconcile issues relating to division funds, grants, contracts budgets and accounting procedures.
- Oversee a wide range of technical, analytical, and general administrative duties.

**Important:**

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

**EMPLOYMENT STANDARDS:**

**Knowledge of:**

- Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Economic and accounting principles and practices, budgeting, contract administration and the analysis and reporting of financial data.
- Business arithmetic, algebra, statistics, and their applications.
- Principles, practices and trends in public administration, supervision and training.
- Principles and techniques of project and grant management.
- Principles and practices of general, governmental and grant accounting.
- Applicable laws, codes and regulations.
- Data sampling and statistical analysis techniques.
- Basic supervisory principles and practices.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Business and personal computer hardware and software applications.
- Techniques for dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds

**Skill in:**

- Motivating, developing, and directing people as they work, identifying the best people for the job.
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Leadership, scheduling and supervising staff, skills training, and delegating tasks and authority.
- Analyzing problems, identifying solutions, recommending and implementing methods, procedures and techniques for resolution of issues.
- Preparing complete, complex, comprehensive and accurate reports.
- Carrying assigned analytical or contractual projects through, from data gathering to completion.
- Using initiative and independent judgment within general policy guidelines.
- Interpreting, applying and explaining applicable laws, codes and regulations.
- Organizing own work and the work of others, managing multiple projects and meeting critical deadlines.
- Maintaining accurate contractual and other records and files.
- Preparing clear and concise reports, correspondence and other written materials.

**Ability to:**

- Collect, interpret, analyze, and evaluate complex narrative and statistical data pertaining to fiscal and management matters in order to develop spending plans and evaluate funding sources, and to translate findings into coherent, well written reports with effective recommendations.
- Read, understand, analyze, interpret, and explain complex issues, legislations, laws, rules, and regulations related to assigned areas of responsibility, and develop effective recommendations in the areas of budget, organizational structure, administrative procedure, and public policy.

- Exercise objectivity, and independent and sound judgment and initiative.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work collaboratively on a team to produce positive outcomes.

**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 function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) 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.

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 attend meetings outside the normal business hours.

**QUALIFICATIONS:**

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications the County 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:

**Licenses and Certification:**

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment.

**Special Requirements:**

- Must successfully complete an extensive and thorough background investigation which includes Live Scan fingerprinting and a credit check.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

**Education and Experience:**

**MINIMUM:** A Bachelor's degree from an accredited college or institution in Accounting, Business Administration, Economics, Finance, Public Administration or a related field and four years of professional experience in administrative, fiscal, human resources or management analysis, which has included two years as a lead on a project or day-to-day basis. *Candidates with strong experience who lack the degree and can demonstrate they possess the required knowledge, skills and abilities are encouraged to apply.*

**PREFERRED:** In addition to the minimum, a Master's degree from an accredited college or institution in Accounting, Business Administration, Economics, Finance, Public Administration or a related field, additional years of professional administrative, fiscal, human resources or management analytical experience or lead and/or supervisory experience.

**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.**

Dept Approval: Jill Abel  
Date:

EEOC: B  
WC: 8810.1

HR Approval: Analyst  
Date:

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

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