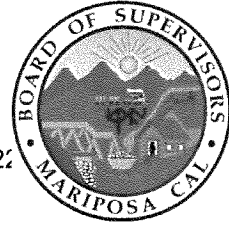




MARIPOSA COUNTY

Human Resources/Risk Management • (209) 966-3222



RESOLUTION - ACTION REQUESTED 2018-345

MEETING: July 17, 2018
TO: The Board of Supervisors
FROM: Steve Dahlem, County Counsel - Interim Human Resources Director
RE: Amendments to the Fiscal Officer I/II Job Description

RECOMMENDATION AND JUSTIFICATION:

Approve amendments to the minimum qualifications of the Fiscal Officer I/II job description effective immediately. The current minimum qualifications for the Fiscal Officer I/II classification requires that a successful candidate have five years of fiscal/accounting experience that includes accounting and budgeting analysis work, two years of supervisory experience, and at least one year of governmental budgeting. Human Resources recruited for the position twice and found that many excellent candidates had satisfied all areas of the minimum qualifications except for the one year of governmental budgeting experience. This eliminated many candidates from the applicant pool.

Removing the language that an individual must have one year of governmental budgeting should not have a significant impact to the job if an individual with little or no governmental budgeting experience is hired. This is evidenced by individuals who are currently employed with the County in other accounting-type capacities who did not have governmental budgeting experience at the time they were hired. These individuals were able to adapt to the standards of governmental budgeting because they possessed strong accounting skills. Removing the governmental budgeting requirement from the minimum qualifications and change the language to show that working in the public sector is preferred would draw and qualify a larger applicant pool.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

At their meeting off May 7, 2002, the Board of Supervisors approved the Fiscal Officer class spec. On February 10, 2009, the Board approved a change to the Fiscal Officer class by creating a flex class of Fiscal Officer I/II. From time to time, the Board authorizes changes to class specs as appropriate.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

A negative action would most likely result in a limited applicant pool when Human Resources recruits to fill the position again.

FINANCIAL IMPACT:

N/A.

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ATTACHMENTS:

Fiscal Officer I-II (PDF)

RESULT: ADOPTED BY CONSENT VOTE [UNANIMOUS]

MOVER: Merlin Jones, District II Supervisor

SECONDER: Marshall Long, District III Supervisor

AYES: Smallcombe, Jones, Long, Cann, Menetrey

FISCAL OFFICER I/II

DEFINITION

The Fiscal Officer I/II classifications are executive positions and under limited direction, performs a variety of highly complex administrative, budgeting, and accounting tasks; ensures fiscal integrity, fiscal control, and accountability for all fiscal operations in the department; prepares and monitors the departmental budget and recommends fiscal policy; implements approved or mandatory fiscal programming; related administrative duties as assigned.

Fiscal Officer I is distinguished from the Fiscal Officer II in that the Fiscal Officer II is expected to supervise fiscal, clerical, and other administrative staff, including front line supervisors and mid-management positions. The Fiscal Officer I differs from the Fiscal Officer II classification in that the Fiscal Officer II typically works in one of the County's larger departments that consists of divisions within that department.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the appropriate department head.

Exercises technical supervision over assigned staff.

EXAMPLE OF ESSENTIAL FUNCTIONS

Applies normally accepted accounting and business practices to a complex department with multiple funding sources.

Plans, organizes, and manages the fiscal and budgetary aspects of the department.

Provides budgetary and fiscal advice to the department head and managers, and makes budget/fiscal recommendations.

Monitors all aspects of fiscal accountability for contracts, subcontracts, and grant funded programs.

Prepares and develops the annual budget request for the department in consultation with the department head; monitors revenue collections and exercises expenditure control.

Coordinates the completion of federal, State, and County audits and fiscal reviews; prepares response to audits and implements or develops corrective practices as prescribed by the audit.

Prepares and reviews fiscal reports required of the department by funding sources or the department head.

Develops and recommends fiscal policies and accounting practices for the department.

Develops plans and procedures to enhance revenue for departmental programs.

Works closely with department head and managers to ensure monies are expended for the purpose intended.

Analyze the fiscal impact of legislation impacting County finances and operations, and formulate recommendations for department consideration.

Performs special fiscal reports, surveys, and studies as assigned.

Fiscal Officer II (in addition to the above)

Oversees the selection and training of fiscal staff.

Supervises fiscal, clerical, and other administrative staff, including front line supervisors and mid-management positions; prepares performance evaluations for fiscal personnel.

EMPLOYMENT STANDARDS:

Knowledge of:

Generally accepted accounting principles and practices.

Governmental accounting practices.

Basic principles and practices of governmental budget development, preparation, and expenditure control.

Basic principles and practices of supervision, training, and performance evaluation.

Principles and procedures of financial and statistical record keeping.

Theory, principles, and practices of accounting and auditing.

Fiscal Officer II (in addition to the above)

General knowledge of principles and practices of management necessary to plan, develop, evaluate, and direct the complex activities of the fiscal program including organizing, staff development, and supervision.

Ability to:

Prepare and present a variety of clear, complete, and concise financial and budgetary plans

Research, analyze, and evaluate fiscal/accounting operations, procedures, and practices; make recommendations to strengthen fiscal/accounting operations.

Understand, interpret, and apply laws, rules, and regulations as they apply to assigned tasks.

Work cooperatively with State, federal, and County auditors and other funding agencies.

Establish and maintain effective working relationships with those contacted in the course of work.

Fiscal Officer II (in addition to the above)

Direct, control, and evaluate a group of subordinates and maintain consistency with departmental objectives and standards.

TYPICAL WORKING CONDITIONS

Work is performed in a normal office environment. Tasks may involve extended periods of time at a keyboard or workstation.

TYPICAL PHYSICAL REQUIREMENTS

Requires the mobility to work in an office environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, stoop, kneel, crouch and reach while performing office duties; use hands to finger, handle or feel objects, tools or controls; lift and/or move objects and materials of up to 25 pounds in weight. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS:

Experience:

Fiscal Officer I and II

Five (5) years of fiscal/accounting experience performing progressively responsible accounting and budget analysis work, including at least two (2) years in a management or supervisory capacity. Experience working in the public sector is highly desirable.

Fiscal Officer II (in addition)

One (1) additional year of experience in a management or supervisory capacity.

Education: (both Fiscal Officer I and II)

A Bachelor's degree from an accredited college or university with major course work in accounting, business, finance, economics, public administration, or a closely related field is required. A Masters Degree in business, accounting, finance, economics, public administration, or a closely related field is highly desirable.

Additional Requirements:

Possession of a valid California driver's license. Under certain circumstances, the Human Resources Director may accept a valid driver's license from another State if applicant acknowledges his/her intent to acquire a California driver's license within three months by signing an acknowledgement form.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.