

HHSA CHIEF FISCAL OFFICER

DEFINITION

Under general direction, plans, organizes, directs and performs highly complex and technical auditing, accounting, financial, administrative, budgetary, claiming, business management, and fiscal management functions of the Health and Human Services Agency; assists in policy and procedure development and implementation; manages and oversees all fiscal and accounting services; ensures compliance with all applicable Local, State, and Federal laws and regulations; maintains budget, fiscal control, accounting, audit, and related administrative and reporting systems for the Health and Human Services Agency; may supervise, manage, and train staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

This position reports organizationally to the Department Head or designee and is housed within the Administrative Branch of the Health and Human Services Agency with responsibility for the day-to-day administration of the financial and auditing services of all Agency branches.

HHSA Chief Fiscal Officer serves as the fiscal administrator for the Health and Human Services Agency and is responsible for all aspects of departmental accountability as well as oversight of the development of required budget reports, financial plans, statistical reports, and corrective action plans based upon audits and other reviews of Agency operations. This position has significant responsibility for fiscal/budget matters, departmental financial auditing, and other assigned administrative functions. Administrative responsibilities performed and overseen include areas such as contracts, grant preparation and monitoring, analysis and development of fiscal and budgetary policies and procedures, and other general management support to the department. The HHSA Chief Fiscal Officer may be responsible to supervise, manage, and train other staff. Duties are performed with a high level of professionalism, independence, and initiative. This position is an unclassified, at will position.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Provides oversight and supervision for the administrative, operational, auditing, and fiscal activities of the Health and Human Services Agency, including contractual and general business activities; performs highly technical and complex accounting and auditing work; reviews effects of division expenditures on overall department; identifies potential problems and recommends solutions as appropriate; conducts financial audits; maintains current knowledge of industry standards for public finance administration, cost and fiscal control accounting, financial reporting, and financial forecasting and analysis; prepares multi-year budget models and budget assumptions, forecasts, estimates, and narrative justifications; ensures compliance with County procedures, governmental accounting standards, and Federal, State and County fiscal regulations and

mandates; monitors, tracks, and oversees grant funding; coordinates departmental fiscal operations with the Auditor-Controller's Office; prepares or oversees the preparation of departmental budget submissions, and other budgetary and reporting information required by State and/or Federal agencies; develops, administers and implements departmental fiscal policies and procedures; confers with the department head and other senior managers to make recommendations for fiscal, operational, or administrative policies and procedures; participates in the development and implementation of goals, objectives, policies, and priorities relative to the departments function; prepares or oversees the preparation of a variety of correspondence and reports; prepares strategic and operational plans, collects data, conducts studies, and translates policies and procedures into practical terms for staff; provides direction to paraprofessional and/or clerical employees engaged in maintaining department accounts; represents the department at various meetings and in contacts with community organizations or individuals; prioritizes multiple work assignments effectively and works well under pressure of deadlines.

EMPLOYMENT STANDARDS

Any combination of education and experience sufficient to directly demonstrate possession and application of the following:

Knowledge of: Principles and practices of public finance, accounting procedures, business administration, budget planning, contract administration, public agency funding and administration, financial planning and cost analysis; applicable federal, state, and local laws, rules and regulations affecting mental health, public health, substance abuse and social service programs; County, Department, and Division laws, rules, regulations, policies, and procedures relating to the administration, reimbursement claiming, and reporting of departmental services; principles of governmental accounting and financial auditing, including cost accounting; research methodology for complex statistical analysis and data; preparation and monitoring of grants, contracts and memorandums of understanding; techniques for dealing effectively with and providing a high level of customer service to all individuals contacted in the course of work; business computer applications related to budgeting cost analysis, billing accounts receivable, statistical analysis and other financial recordkeeping.

Ability to: Perform complex financial analysis utilizing appropriate software and other modern business tools; analyze, develop, and revise financial data, systems, and procedures to improve internal controls, efficiency of operations, and compliance with controlling statutes; understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed; timely revise accounting systems and work procedures to meet changing needs; establish and maintain effective working relationships with department heads and staff, agencies, boards, public officials, community groups, and other organizations; exercise initiative, independent analysis and judgment involving difficult administrative, managerial, and technical problems; provide advice and guidance to others concerning financial and accounting records and information; oversee the development and administration of grants, contracts and memorandums of understanding and establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

These employment standards are typically attained with a bachelor's degree from an accredited college or university in business or public administration, accounting, finance, economics, or closely related field **OR** possession of a valid active California Certified Public Accountant license **AND** three to five years of professional level accounting, financial auditing and budget management experience including at least two years of supervisory or management responsibility over professional and technical staff, preferably in a governmental setting.

A combination of other related education and relevant experience may be considered. Possession of a master's degree is highly desirable.

SPECIAL REQUIREMENTS

Possession of a valid California driver license may be required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle and feel; talk and hear. The employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, and crouch. The employee must be able to walk and transport case files to and from court. The employee is required to possess sufficient stamina to conduct long trials and hearings.

The employee must occasionally lift and/or move up to twenty-five (25) pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

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