100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105720

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER 20005571

JOB CODE TITLE Management Analyst Supervisor 1

JOB CODE 63215

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Fiscal Operations Manager	20005570 State Printing Administrator

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified ☐ Essential	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 AM TO: 5:00 PM Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
60	Serves as agency manager for State Printing & Mail Services over fiscal operations: manages & coordinates invoice payment activities & cost assessments, & performs fiscal analysis using PeopleSoft & Excel (e.g., creates vouchers & requisitions to facilitate invoice processing); conducts cost analysis on spoilage amounts, internal production vs. outsourcing costs, equipment costs & cost of operations; manages business & equipment budget for entire centralized operations totaling $8 million; works in collaboration with & coordinates multiple fiscal activities with copy center manager, customer service manager & State Printing Administrator; ensures prompt pay compliance; oversees State Printing Internet Site (e.g., daily updates to bid, quote & award sites); answers complex &/or confidential correspondence; researches & resolves assigned policy & operational issues; plans, writes & implements unit goals; formulates & implements policies pertaining to fiscal operations of section & drafts written procedures; supervises accounting staff (e.g., prepares performance evaluations, interviews, hires & counsels employees).	Knowledge of (1) State accounting system (OAKS*); (2) accounting practices & procedures; (3) DAS & State Printing policies & procedures*; (4) business administration; (5) management; (6) supervision of accounting &/or fiscal staff; (7) cost analysis pertaining to production, print & mail inserting equipment; (8) budget management. Skill in (9) operation of personal computer & related software (e.g., MS Word, Excel, Access, Visio, Avanti*, OAKS FIN*) & Peoplesoft to create vouchers & requisitions. Ability to (10) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (11) understand & solve accounting problems; (12) apply principles to solve practical, everyday problems; (13) read, comprehend & record figures accurately; (14) communicate effectively in written & oral form; (15) prepare meaningful, concise & accurate reports; (16) analyze cost data for comparisons & projections; (17) manage large budget (e.g., $8 million); (18) establish work unit goals & give direction to staff; (19) handle personnel issues as supervisor of work unit.
10	Establishes procedures to guide analysis of fiscal operations: plans, directs, & coordinates activities of accounting staff in examination of data.	Knowledge of 6, 7 Ability to 10, 12, 14, 16, 17, 18
15	Directs preparation of routine & special reports (e.g., Bid Cost Savings, Production Costs, Equipment Costs, Cost-Per-Copy, Spoilage): provides technical advice on cost analysis & fiscal allocation to aid Administrator in decision-making; recommends changes to internal operations, policies & procedures based on analyses conducted.	Knowledge of 1*, 2, 3*, 7 Skill in 9 Ability to 10, 12, 13, 14, 15, 16, 17

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005572 Account Clerk 3 20005579 Account Clerk 3 20005585 Account Clerk 3 20005588 Account Clerk 3	Jeffrey Westhaven	6-22-11

Appd 6.22.11 (AB)

ADM 4107 R 10-08 An Equal Opportunity Employer

100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID
DAS/DAS105720

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	State Printing & Mail Services	Franklin

POSITION NUMBER 20005571

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION
Fiscal Operations Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
20005570 State Printing Administrator

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified ☐ Essential

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type: Administrative

Bargaining Unit 22

Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00AM TO: 5:00PM Report in location subject to change

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
15	Participates in meetings relative to fiscal matters & section, & conveys relevant information: attends budget analysis & vendor meetings to secure accurate invoices & resolve problems; attends senior staff meetings in absence of Administrator; communicates with appropriate stakeholders regarding printing issues, billing problems & correct coding for encumbrances & purchase orders; prepares associated correspondence, as needed.	Knowledge of 2 Skill in 7 Ability to 9, 11, 13, 14 <u>Position Specific Minimum Qualifications:</u> 18 mos. exp. in PeopleSoft creating vouchers & requisitions; 24 mos. exp. in cost analysis pertaining to production, print & mail inserting equipment; 24 mos. exp. in supervisory principles & techniques. *developed after employment.

JOB CODE TITLE
Management Analyst Supervisor 1

JOB CODE
63215

Appl 6.22.11 (AR)

List Position Numbers & Job Titles of Positions Directly Supervised:

20005572 Account Clerk 3
20005579 Account Clerk 3
20005585 Account Clerk 3
20005588 Account Clerk 3

SIGNATURE OF AGENCY REPRESENTATIVE: Jeffrey M Bottorum

DATE: 6-22-11