POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services/
DAS101000

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Finance	Franklin

POSITION NUMBER 20005818

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR
Business Manager	SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 15 Page 1 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Fiscal Officer 3

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Plans, directs & manages all procurement, budgetary & rate development functions of Department of Administrative Services' (DAS) Administrative Support, Equal Opportunity & Human Resources divisions & Office of Collective Bargaining: evaluates each division's procurement requests to ensure compliance to fiscal/purchasing policies & procedures; authorizes all division procurement requests & oversees staff processing of those requests (e.g., purchase orders, debits & credit card transactions); supervises & assists staff in development, analysis & monitoring of each division's annual & biennial budgets; manages division asset management function (e.g., oversees division asset policies & procedures, annual certification of assets, biennial physical inventory & responsibilities of program unit inventory coordinator); provides guidance to agency deputy directors & senior management in preparing & monitoring annual & biennial budgets in view of projected goals, objectives & budget cuts; identifies & analyzes potential budget issues & recommends solutions; prepares special accounting &/or budget analysis of information, as required; manages & develops each division's annual rate development & mid-year rate review process; provides analyses on rate pools, as necessary & provides recommendations; directs staff in monitoring performance of established rates & identifying discrepancies (e.g., verify revenue collected is in agreement with approved rates); supervises assigned staff (e.g., assigns, monitors & reviews work assignments; trains or recommends needed training & orients/updates staff on work activities & related policies & procedures); approves timesheets & leave requests; recommends disciplinary action; completes performance evaluations; & counsels employees to improve performance; attends meetings, participates in confidential discussions with senior staff & prepares reports, as necessary.	Knowledge of (1) budgeting; (2) accounting principles & practices; (3) agency policies & procedures*; (4) government structure & process*; (5) state budget, billing rate & personal service contract processes*; (6) supervision; (7) workforce planning; (8) employee training & development; (9) interviewing techniques; (10) asset management. Skill in (11) operation of personal computer & related software (e.g., Microsoft Office Suite, PeopleSoft application). Ability to (12) deal with large number of fiscal &/or budgetary variables & determine specific course of action; (13) define problems, collect data, establish facts & draw valid conclusions; (14) comprehend & record figures accurately, (15) use statistical analysis; (16) use proper research methods in gathering data; (17) prepare contracts; (18) gather, collate & classify information about data, people or things; (19) inventory control; (20) handle sensitive inquiries from & contact with officials & general public. *developed after employment

JOB CODE 66537

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION	[signature]	4/8/15

apd 4-8-15 cl

POSITION DESCRIPTION

AGENCY/DEPT ID Department of Administrative Services/ DAS101000		
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005818

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION Business Manager	POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☐ Eligible ☒ Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 15 Page 2 of 2

NORMAL WORKING HOURS (Explain unusual or rotating shift):
FROM: 8:00 a.m. TO: 5:00 p.m.

JOB TITLE Fiscal Officer 3

JOB CODE 66537

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Authorizes all division request to fill/change authorizations (RFCAs) to determine cost impact on each division's budgets & Fundable Table of Organization (FTO): oversees Controlling Board (CB) functions of divisions (e.g., preparation & submission of requests, ensures divisions are in compliance with CB policies & procedures, monitors progress of division CB submissions & coordinates representation at CB hearings, & provides guidance to divisions on CB issues); acts as primary division contact for personal service contract administration (e.g., adherence to laws, rules & guidelines, routed properly through agency approval process); reviews & authorizes all divisions' personal service contract requests to determine cost impact on budgets.	Knowledge of 1, 2, 3*, 4*, 5* Skill in 11 Ability to 12, 13, 14, 15, 16, 17, 18, 19, 20
15	Plans & manages annual State Wide Cost Allocation Plan (SWCAP) review & submission for each division (e.g., oversees review of disbursements & revenue transactions, chart of accounts, table of organizations, & service descriptions); analyzes & reviews results with agency management team; directs staff in monitoring disbursement & revenue transactions during fiscal year for possible errors or changes; participates in meetings & decisions in regards to changes in division's structure or cost pools; responsible for overseeing each division's annual General Revenue Fund (GRF) disbursement estimates & annual Minority Business Enterprise (MBE) plan preparations & submissions.	Knowledge of 1, 2, 3*, 4*, 5*, 6, 8, 10, (21) Generally Accepted Accounting Principles (GAAP) & State Wide Cost Allocation Plan (SWCAP) Skill in 11 Ability to 12, 13, 14, 15, 16, 18, 19, 20
10	Formulates & implements policies & procedures for improved operational & divisional procurement & budgetary processes & workflows: makes recommendations, as necessary, in regards to improvements in procurement & budgetary processes & workflows; reviews internal controls & administrative efficiency to ensure sound fiscal accountability & compliance with Generally Accepted Accounting Principles (GAAP).	Knowledge of 1, 2, 3*, 4*, 5*, 21 Skill in 11 Ability to 12, 13, 14, 15, 16, 18, 19, 20
		*developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
SEE TABLE OF ORGANIZATION	[signature]	4/8/15

Appl 4-8-15