100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS102310

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
Administrative Support	Office of Finance/Service Assurance	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
Service Unit Assurance Manager	20005429 Fiscal Officer 3

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 15

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 APD 11-2-11 VAS

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
55	Plans, directs and manages all procurement, budgetary and rate development functions of the Department of Administrative Services (DAS) for the Administrative Support, Human Resources and Office of Collective Bargaining divisions. Oversee all division procurement requests and staff processing of those requests to ensure compliance to fiscal/purchasing policies and procedures. Evaluate and authorize all procurement requests submitted by staff (i.e. purchase orders, debits and credit card transactions). Supervise and assist staff in the development, analysis and monitoring of divisions annual and biennial budgets. Provide guidance to agency deputy directors and senior management in preparing and monitoring annual and biennial budgets in view of projected goals, objectives and budget cuts. Identify and analyze potential budget issues and recommends solutions. Prepare special accounting and/or budget analysis of information as required. Manages and develop the division's annual rate development and mid-year rate review process. Provides analyses on rate pools as necessary and provides recommendations. Direct staff in monitoring the performance of established rates and identify discrepancies (e.g., verify revenue collected is in agreement with approved rates). Supervises assigned staff (e.g., assigns, monitors and review work assignments; trains or recommends needed training and orients/updates staff on work activities and related policies and procedures); approves timesheets and leave requests; recommends disciplinary action; completes performance evaluations; and counsels employees to improve performance. Attend meetings, participates in confidential discussions with senior staff and 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) supervision & interviewing techniques. Skill in (10) operation of personal computer & related software (e.g., Microsoft Word, Access & Excel, PeopleSoft application). Ability to (11) deal with large number of fiscal &/or budgetary variables & determine specific course of action; (12) define problems, collect data, establish facts & draw valid conclusions & deal with many variables & determine specific action; (13) comprehend & record figures accurately, (14) use statistical analysis; (15) use proper research methods in gathering data; (16) prepare contracts; (17) gather, collate & classify information about data, people or things; (18) inventory control; (19) handle sensitive inquiries from & contact with officials & general public. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005428 Fiscal Specialist 2 20005430 Fiscal Specialist 2 20005442 Fiscal Specialist 2	[signature]	10/24/11

100-000R

POSITION DESCRIPTION

AGENCY/DEPT ID
Department of Administrative Services
DAS102310

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

POSITION NUMBER 20005818

JOB TITLE FISCAL OFFICER 3

JOB CODE 66537

APD 11-2-11 UA

☒ Reclassification ☐ New Position ☐ Update

Position Hyperlinked to ☐ Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Service Unit Assurance Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005429 Fiscal Officer 3

☒ Permanent ☐ Temporary ☐ Intermittent

☒ Classified ☐ Unclassified

Overtime: ☐ Eligible ☒ Exempt

If FLSA Exempt, exemption type:

Bargaining Unit 22
PR 15

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

JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
20	Authorize all division personnel request for changes (RFCA) to determine cost impact on division's budgets and Fundable Table of Organization (FTO). Oversee Controlling Board (CB) functions of divisions (e.g., preparation and submission of requests; ensures divisions are in compliance with CB policies and procedures; monitors progress of division CB submissions and coordinates representation at CB hearings; and provides guidance to divisions on CB issues). Act as primary division contact for personal service contract administration (i.e. adherence to laws, rules and guidelines, routed properly through the agency approval process, etc.). Review and authorize all divisions' personal service contract requests to determine cost impact on the budgets.	Knowledge of 1, 2, 3*, 4*, 5*. Skill in 10. Ability to 11, 12, 13, 14, 15, 16, 17, 18.
15	Plans and manages the annual State Wide Cost Allocation Plan (SWCAP) review and submission for each division (e.g., oversees the review of disbursements and revenue transactions, chart of accounts, table of organizations, and service description); analyze and review the results with agency management team; direct staff in monitoring disbursement and revenue transactions during the fiscal year for possible errors or changes. Participate in meetings and decisions in regards to changes in a division's structure or cost pools. Responsible for overseeing the division's annual General Revenue Fund (GRF) disbursement estimates and the annual Minority Business Enterprise (MBE) plan preparations and submissions.	Knowledge of 1, 2, 3*, 4*, 5*, 6, 9, (19) accounting; Generally Accepted Accounting Principles (GAAP) & State Wide Cost Allocation Plan (SWCAP). Skill in 10. Ability to 11, 12, 13, 14, 15, 17, 18.
10	Formulates and implements policies and procedures for improved operational and divisional procurement & budgetary processes and workflows. Make recommendations as necessary in regards to improvements in procurement & budgetary processes and workflows. Review internal controls and administrative efficiency to ensure sound fiscal accountability and compliance with Generally Accepted Accounting Principles (GAAP).	Knowledge of 1, 2, 3*, 4*, 5*, 6, 9, (19) accounting; Generally Accepted Accounting Principles (GAAP) & State Wide Cost Allocation Plan (SWCAP). Skill in 10. Ability to 11, 12, 13, 14, 15, 17, 18. *developed after employment

List Position Numbers & Job Titles of Positions Directly Supervised:

20005428 Fiscal Specialist 2
20005430 Fiscal Specialist 2
20005442 Fiscal Specialist 2

SIGNATURE OF AGENCY REPRESENTATIVE: [signature]

DATE: 10/24/11