



COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:

Human Services Fiscal Manager

An Equal Opportunity Employer

SALARY

\$45.16 - \$54.89 Hourly \$3,625.17 - \$4,406.23 Biweekly \$7,854.53 - \$9,546.83 Monthly
\$94,254.34 - \$114,562.02 Annually

OPENING DATE: 11/20/13

CLOSING DATE: 12/05/13

THE POSITION

The County of Sonoma's Human Services Department is seeking a qualified individual who possesses progressively responsible experience in a professional fiscal position with significant cost accounting and government budget experience, to fill one (1) full-time Human Services Fiscal Manager vacancy.

The Fiscal Manager reports to the Human Services Director and is responsible for the overall fiscal support of the department, as well as operations. Responsibilities of the position include preparing the annual departmental budget and related fiscal justifications; preparing or directing the completion of periodic financial statements; assisting with the fiscal year-end close process; preparing expenditure, revenue, and cost accounting reports for the department and federal, state, county, and other agencies; and supervising the staff who perform administrative and accounting functions. Responsibilities also include oversight of department facilities, fleet, mail and stores, and safety operations.

The Fiscal Manager will work with the executive management team on fiscal issues; represent the department before official bodies and the general public; answer inquiries and explain accounting procedures to the public, auditors, and management staff both orally or in writing.

The ideal candidate is an individual who possesses:

- Proven excellence with fiscal management, preferably with significant experience in government finance and accounting, managing complex budgets with multiple funding sources.
- Experience in social services financing.
- Extensive knowledge of budget and financial statement preparation.
- Advanced spreadsheet and report preparation skills based on complex analysis.
- Extensive experience supervising professional, administrative, or technical staff within a large and complex organization.
- A degree in accounting, finance, and/or business or public administration.
- Excellent customer service, relationship building, communication, and presentation skills.

IMPORTANT DATES

Final Filing Date for Applications: Thursday, December 5, 2013.

Tentative Date for Oral Board Examination Interviews: Thursday, December 19, 2013.

The Civil Service Title for this position is Department Administrative Services Director.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

MINIMUM QUALIFICATIONS

Education: Academic coursework which would provide the opportunity to acquire the knowledge and abilities listed. Normally, coursework in public administration, business administration, management, accounting, statistics, human resources or closely related courses would provide such an opportunity.

Possession of a Bachelor's Degree in business or public administration, management, accounting is highly desirable. Possession of a Masters Degree in the above mentioned fields is helpful.

Experience: Normally, four years of progressively responsible experience in a professional, administrative, fiscal or human resources staff position, including at least one year of experience supervising professional, administrative or technical staff would provide such an opportunity.

License: Possession of a valid driver's license at the appropriate level including necessary special endorsements, as required by the State of California, may be required to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of: principles and practices relating to modern budget, contract, program and systems management; the operations and functions of county government, including principles and practices of administration; the laws, regulations, sources of funds, funding formula and reimbursement claims mechanisms governing State and Federal programs; the principles and methods of supervision and management, including work planning, analysis, and organization; selection and evaluation of employees, and their training and development; research methodology, report writing and basic statistics, and their application; management practices and techniques utilized to develop, control and evaluate services; financial planning as relevant to financing capital projects, major fixed assets and public sector services.

Considerable knowledge of: contract preparation, negotiations and administration; the search techniques utilized in securing information about regulations and legislation; the capabilities and standard application of office automation to staff and administrative functions.

Working knowledge of: group dynamics as it relates to public organizations; written and oral communications, including language mechanics, syntax and English composition.

Ability to: develop alternative solutions to administrative and management problems and situations, including budgets, human resources issues, program systems and procedures; prepare and supervise the preparation of budgets, grant applications, service contracts and complex narrative or statistical reports; determine opportunities for improvement in fiscal and service delivery methods; plan and organize research and statistical work relating to the various aspects of administration, budget and general management issues; understand, interpret and apply rules, regulations, ordinances, and federal, state and local legislation; effectively communicate orally and in writing, and present conclusions before a variety of boards, commissions, groups, other agencies and businesses and the public; effectively plan, organize, supervise, and evaluate the work of professional, technical and office support staff directly or through subordinate supervisors; establish and maintain effective working relationships with county management personnel, employees, and the public in carrying out sound management policies; perform data collection, interpretation and evaluation pertaining to administrative, fiscal and management matters; persuade, rationalize, and project consequences of decisions and/or recommendations; develop and supervise complex record keeping and reporting systems.

SELECTION PROCEDURE

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

For more detailed information about examination steps and the hiring process, you are encouraged to go to <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1464> and review the Hiring Process Overview.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

The selection procedure will consist of the following examination(s):

1. An Application & Supplemental Questionnaire Appraisal Examination (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities, which relate to this position to ensure satisfaction of the minimum qualification for this position.
2. If a significant number of qualified applications is received, an Oral Interview Examination (weight 100%) will be conducted. Only the most suitably qualified applicants from the Application & Supplemental Questionnaire Appraisal will be invited to an Oral Interview Examination. Candidate's related knowledge, skills, and abilities will be evaluated in the Oral Interview Examination. **APPLICANTS MUST PASS THE ORAL INTERVIEW EXAMINATION WITH A SCORE OF 70% OR HIGHER, AS ESTABLISHED BY THE PASS POINT, TO BE PLACED ON THE EMPLOYMENT LIST.**

IMPORTANT DATES

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ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination, including a drug screening, will be required prior to employment.

HOW TO APPLY

Applications are accepted on-line at www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma is committed to a policy and actively pursues a program of equal employment and non-discrimination. More information can be found at: <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1256>.

HR Analyst: MM
HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #13/11-0842-O

HUMAN SERVICES FISCAL MANAGER
MM

Human Services Fiscal Manager Supplemental Questionnaire

- * 1. Describe your education, coursework, and professional experience which relate to this position. Please review the minimum qualifications listed in the job announcement, highlight any experience you have working for a social service agency/organization, and provide sufficient detail to allow for a thorough evaluation of your qualifications.
- * 2. Please describe your experience in preparing and managing complex budgets with multiple funding sources. Include in your response the following:
 - Amounts of the budgets.

- Types of funding and expenditures.
 - Number of operating/budget units included.
 - Number of managers with whom you coordinated the budget preparation.
- * 3. The Human Services Fiscal Manager is required to develop alternative solutions for resolving ongoing challenges. Please give an example of your related experience and include details about the challenge, the solution you developed, and the outcome.
- * 4. Describe any experience you have:
- Coordinating planning and conducting audits that included external auditors; and/or
 - Managing the financial processing, reporting, and compliance mandated for publicly funded programs.
- * 5. Please describe your experience supervising or managing staff. Include the number and types of staff you supervised (e.g., fiscal, administrative, professional, technical), and the scope of your responsibilities (e.g., scheduling, training, hiring, performance management/discipline, etc.).
- * 6. How did you learn about this job opportunity?
- ☐ County of Sonoma Human Resources Office
 - ☐ www.sonoma-county.org/www.yourpath2sonomacounty.org
 - ☐ Sonoma County Job Line
 - ☐ From a County Employee
 - ☐ Facebook
 - ☐ Twitter
 - ☐ CalJobs
 - ☐ Craigslist
 - ☐ GovernmentJobs.com
 - ☐ Monster
 - ☐ Municipal Insider
 - ☐ Santa Rosa Press Democrat
 - ☐ Women's Organization or Group
 - ☐ Minority Organization or Group
 - ☐ Other Internet Site
 - ☐ Other Publication
 - ☐ No Response
 - ☐ Government Finance Officers Assn (GFOA)
 - ☐ Sacramento Bee
 - ☐ CareerBuilder
 - ☐ San Francisco Chronicle
 - ☐ HotJobs
 - ☐ Alliance For Innovation
- * Required Question

COUNTY OF SONOMA BENEFITS: MANAGEMENT*

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual and additional management leave annually; 11 holidays per year and generous sick leave accruals.

Health Plan: Choice of three health plans (PPO, EPO and HMO) with a County contribution toward the premium of approximately \$500 per month.

Cash Allowance: A cash allowance of approximately \$600 per month, in addition to monthly salary.

Retirement: Defined benefit plan fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance (two times base salary), professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at (707) 565-2331. Additional details on employment for management employees may be found at http://hr.sonoma-county.org/documents/salary_resolution.pdf. For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to www.hr.sonoma-county.org or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or (707) 565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice. The benefits described reflect changes the Board of Supervisors intend to adopt in March/April 2013, and what is known to change due to PEPR/AB 340 at the time of publishing this information.