



**CALHR**  
invites applications for the position of:

## **Staff Services Manager - Fiscal**

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<b>SALARY:</b>	\$7,103.00 - \$8,635.00 Monthly
<b>DEPARTMENT:</b>	Mono County Department of Social Services
<b>OPENING DATE:</b>	05/28/21
<b>CLOSING DATE:</b>	06/21/21 11:59 PM

### **POSITION INFORMATION:**

Under general direction, the Staff Services Manager, manages, supervises and administers one or more department-wide staff services functions; plans, organizes, directs, and controls functional activities pertaining to general, fiscal, and/or personnel services; performs highly advanced and complex analytical duties in support of the assigned function(s); and performs related duties as assigned.

This is the highly advanced/management-level class in the professional Staff Services series. In a small department, incumbents may be responsible for managing and administering several staff services functions. In a larger department, incumbents are typically responsible for managing and administering a single, department-wide staff services function, depending on the size and scope of that function. In addition to managing and administering the assigned function(s), the incumbent also performs highly advanced and complex analytical work. Depending on the department the position may or may not supervise subordinate clerical, technical, and/or professional staff. Instead, positions are primarily characterized by their functional management responsibilities over an administrative area and providing subject-matter expertise based upon a highly specialized knowledge, skills and abilities.

The Staff Services Manager classification is distinguished from the Supervising Staff Services Analyst in that the latter is primarily a first level supervisor over a group of professional analyst staff.

The Staff Services Manager classification is distinguished from the class of Senior Staff Services Manager in that the latter describes a position that has a high level of responsibility for planning, organizing, directing, staffing and controlling the staff and/or operations for an assigned work unit through a subordinate professional staff; e.g., Staff Services Manager, Supervisory Staff Services Analyst.

The Staff Services Manager differs from child support or social service program manager classifications in that incumbents in the former manage administrative rather than program-related functions pertaining to employment, eligibility, social services, or child support.

Assignment as a Staff Services Manager can emphasize one the following options: personnel or fiscal analysis; or, incumbents may be assigned to perform general duties that encompass a broad scope of administrative analytical functions and areas of responsibility that include personnel and/or fiscal analysis. For positions specifically assigned to a specialized option, specific minimum qualifications and recruitments are permitted.

### **EXAMPLES OF DUTIES:**

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

- Plans, directs, and manages the activities of a staff services functional area with department-wide scope and impact

- Provides guidance and technical direction to management, supervisors, and subordinate staff; serves as a highly skilled subject matter expert in areas of assignment
- Plans, directs, and manages the collection and analysis of data; makes recommendations on the formulation of policy and procedures, as well as staffing and organizational changes
- Plans, directs, and manages the implementation of surveys; directs and/or performs research and statistical analysis on complex administrative, fiscal, personnel, and/or programmatic matters
- Plans, directs, and manages the design, analysis, development, and implementation of new and revised programs, systems, software, procedures, methods of operation, and forms
- Plans, directs, and manages the preparation of budgets, reports, manuals, and/or publications
- Supervises the work of clerical, technical, and/or professional analyst staff; assigns work, establishes work priorities and performance standards, and provides feedback to subordinates
- Conducts a variety of analytical and operational studies regarding departmental activities; evaluates alternatives, makes recommendations for improvement; and assists with the implementation of procedural, administrative, and/or operational changes after approval
- Prepares narrative and statistical reports, correspondence, spreadsheets, and graphics
- Assists in the management of the department by evaluating existing and proposed organization, policies and procedures; consulting with and advising department personnel; making recommendations and directing, reviewing, and evaluating the implementation of changes
- Directs the maintenance of complete and accurate fiscal, personnel, payroll and related records, and ensures timely completion
- Participates in the establishment of strategic short-term and long-range program planning
- Coordinates, monitors, and directs the acquisition, allocation, and use of equipment, supplies, telecommunication systems, and forms, conducts research and develops procedures to improve efficiency and cost effectiveness; and monitors expenditures
- Conducts studies, evaluates, and prepares reports on departmental and assigned division operations including procedures, systems, space requirements, organizational structure, expenditure of funds and types and effectiveness of equipment
- Drafts, reviews, and analyzes existing and proposed policies, rules, regulations, legislation, and ordinances affecting unit area, recommends and implements changes as needed
- Plans, directs, and manages activities to meet department-wide training and development needs
- Plans, directs, and manages the development and/or coordination of resources for department-wide training and staff development including workshops, college coursework, training programs, and on-the-job training sessions
- Evaluates department training needs, designs, and delivers in-service training, evaluates effectiveness
- Coordinates department participation in countywide training program
- Ensures effective coordination of assigned activities with other departments, divisions, units, and outside agencies; represents the department head in committee meetings; responds to the more sensitive and difficult complaints and requests for information
- Interviews, selects, and makes hiring recommendations of assigned staff
- Performs related duties as assigned

***For Fiscal Option (in addition to the general duties):***

- Serves as the fiscal officer with department-wide responsibility for administering fiscal functions
- Directs and oversees staff in performing various fiscal analyses, preparation of recommendations relating to the status of various fund balance projections, fiscal transactions, and related financial activities; analyzes findings and prepares recommendations for department management
- Plans, directs, manages, and participates in the development of the departmental budget including proper expenditure coding; analysis of estimates of expenditures; analysis and projections of revenue; review of intra-department requests and sub-budgets; recommendations on allocations of funds and personnel; review and consultation with department management staff; review with the County Executive's staff; final budget preparation and presentation
- Develops policy and procedure recommendations for the preparation and maintenance of the department budget
- Ensures revenues are maximized by ensuring proper use of time study codes, understanding the nature of allocations (i.e., capped vs. uncapped allocations, grant requirements, etc.)

- Oversees the fiscal administration of specified grant-funded programs, including developing fiscal reporting systems, ensuring that funding requirements are met, and coordinating preparation and response to funding agency audits
- Analyzes and evaluates requests from department personnel for changes in budget allocations throughout the fiscal year in such areas as staffing levels, facilities, systems, and equipment; coordinates and consults with other department personnel and other departments; and obtains final approval for changes
- Monitors and evaluates departmental budgets, budget change proposals, and related expenditures and revenues; monitors expenditure of funds to ensure compliance with legal restrictions and conditions set by funding agency or control of expenditures within authorized budgets
- Formulates or assists in formulating fiscal policy for the department in consultation with program administrators and other management staff. Leads or assists in planning, coordinating, and implementing fiscal goals, objectives, policies and procedures, and internal financial control systems within assigned department
- Recommends strategies to maintain the fiscal integrity of the department
- Oversees or participates in consulting, researching, negotiating, and monitoring contracts and agreements with outside suppliers, service providers, leasing agents, and others

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

- Principles and practices of management in a public agency departmental setting
- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline
- Principles of management analysis and organizational design necessary to formulate administrative policies and procedures
- Basic county government rules and responsibilities and functions, terminology and practices of the department to which assigned
- Principles of organization, administrative, and fiscal management
- Principles of program planning and evaluation
- Principles, problems, and methods of public and business administration, including organization, personnel, fiscal, management, and budgetary control
- Data analysis and statistical representation techniques
- Computer applications related to the work, including spreadsheets and basic methods of graphic presentation, word processing, and electronic mail
- Techniques and methods of organizing and motivating groups
- Principles and methods of strategic planning
- Governmental functions and organization
- Effective leadership and team building principles
- Effective communication, facilitation methods, and aids used for training programs and presentations
- Long range financial projecting and forecasting techniques and public financing methods

#### **Ability to:**

- Plan, organize, direct, control, and review the work of staff and activities of a department-wide staff services function
- Administer and perform highly complex activities associated with department-wide fiscal, personnel, or general analysis
- Analyze data and present ideas and information effectively
- Identify problems and central issues and develop workable solutions
- Consult with and advise executive staff, managers, and supervisors on a wide variety of matters
- Participate in strategic planning activities to recommend and implement organizational changes and improvements
- Analyze complex organizational problems, evaluate and select alternatives, identify potential consequences of proposed actions, and implement recommendations in support of departmental objectives
- Collect, analyze, interpret, and evaluate a variety of financial and statistical data and prepare persuasive verbal and written reports and recommendations
- Analyze system requirements, design solutions and implement processes and communicate with users who have no technical data processing background
- Analyze situations accurately and initiate appropriate action
- Supervise subordinate staff, including planning, organizing, coordinating, and reviewing all work
- Select, train, evaluate, and manage the performance of subordinate staff
- Consult with and coordinate the administrative requirements of different department staff members
- Effectively counsel employees on work errors or deficiencies and take appropriate disciplinary actions as necessary

- Prepare clear, concise, accurate, and effective correspondence, presentations; financial, statistical, and narrative reports; policies, procedures, and other written materials
- Speak effectively and convey ideas clearly while facilitating group discussions and training sessions
- Understand, interpret, apply, and explain complex laws, rules, and regulations as they relate to assigned areas of responsibility
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or making appropriate referral
- Effectively represent the department to other departments and agencies and before public bodies; and to secure willing cooperation of operating officials in accepting and carrying out sound personnel management practices
- Establish and maintain effective working relationships with a variety of department staff
- Exercise judgment, tact, and diplomacy with a variety of political, social, economic groups in a variety of situations relative to a variety of issues
- Work independently in identifying the need for and developing proposed changes to operating practices, programs, and policies

***For Fiscal Option (in addition to general KSAs):***

**Knowledge of:**

- Advanced principles, methods, and procedures of budget preparation and control; general accounting principles
- Financial statement preparation
- Economic analysis and forecasting techniques
- Methods and techniques of public financing
- Principles and practices of auditing and reconciling financial documents and records related to the functions of the department to which assigned Principles and practices of governmental accounting, auditing, budget analysis, formulation and control, and complex financial systems development and operations
- Principles and practices of various budgeting processes, including performance-based budgeting, zero-based budgeting, and incremental budgeting
- Payroll systems and legal requirements
- Automated systems and applications including word processing, spreadsheet and database applications
- Principles and practices of budgeting and fiscal administration including financial and actuarial forecasting and financial analysis in a public agency

**Ability to:**

- Manage and perform various aspects of budget analysis, preparation, and monitoring
- Analyze and make effective recommendations regarding financial and accounting procedures
- Develop, implement, and administer a multiple accounting control, fund disbursement, and fiscal reporting system
- Develop, monitor, and implement a complex annual budget for a moderate-sized public agency, including policy development
- Monitor proposed state and federal budgetary or legislative actions to identify potential impact to the department's fiscal condition
- Plan and carry out various analytical studies in the area of budget administration and complete tasks that include high level inter-departmental coordination and cooperation
- Recommend new and revised policies and procedures necessary for budget program administration

**MINIMUM QUALIFICATIONS:**

**Pattern 1:** One (1) year of full-time experience as a Supervising Staff Services Analyst;

**OR**

**Pattern 2:** Two (2) years of full-time experience as a Staff Services Analyst III;

**OR**

**Pattern 3:** Three (3) years of full-time experience as a Staff Services Analyst II;

**OR**

**Pattern 4:** Graduation from an accredited college or university with a bachelor's degree; **AND** Depending upon the option recruited for, four (4) years of full-time professional experience performing general administration, personnel, and/or fiscal work.

**Substitution:** Additional progressively responsible professional experience performing analytical duties (which require considerable independence performing, compiling, organizing and

evaluating information and prepared reports) in any of the functional areas noted above may be substituted for the required education on a year-for-year basis.

## **SUPPLEMENTAL INFORMATION:**

### **ADDITIONAL INFORMATION**

- A valid driver's license may be required at the time of appointment and employees may also be required to drive their own car, provide proof of car insurance, and a DMV clearance. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.
- The ability to speak, read, and write Spanish in addition to English would be an asset in this position, but is not required.
- Applicants for positions within the Department of Social Services are subject to a criminal history background check.
- Government agencies accessing US government information, which include federal tax information must ensure that background investigation requirements for all agency employees and contractors that have access to federal tax information are consistent to the IRS background investigation requirements for access to federal tax information. A background check may be required if the position requires access to these types of records. Background requirements consist of three components which include, fingerprinting, citizenship verification and local law enforcement checks.
- Applicable agencies must conduct investigation during time of hire and ensure a reinvestigation is conducted 10 years from the date of the previous background investigation for each employee that has access to federal tax information.

### **VETERAN'S PREFERENCE**

If you would like to request Veteran's preference points as part of the application packet, please submit a copy of your DD-214 form. Applicants must email a copy of the DD-214 form to [mssprogram@calhr.ca.gov](mailto:mssprogram@calhr.ca.gov) by the application deadline listed on the job bulletin.

### **SPECIAL TESTING ARRANGEMENTS**

Special testing arrangements may be made to accommodate applicants for disability, military, or religious reasons. If you require such arrangements, please contact CalHR at [mssprogram@calhr.ca.gov](mailto:mssprogram@calhr.ca.gov) or 916-323-2785 upon notification that your application has been approved. Documentation from medical, military, school, or church officials outlining the accommodation request must be received by our office a minimum of five business days prior to a scheduled examination.

### **ABOUT MONO COUNTY**

Mono County, with a population of approximately 14,000, is set on the eastern slopes of California's Sierra Nevada mountain range. The Town of Mammoth Lakes, with a population of approximately 7,093 is the most populated area of Mono County. The County Seat is located in picturesque Bridgeport located 360 miles north of Los Angeles and 182 miles southeast of Sacramento. Mono County is a rare environment of natural contrasts: soaring granite peaks and spacious desert vistas, quiet lakes, bubbling hot springs and cold mountain streams, winter snows and sunny summer skies. The County offers numerous recreational opportunities for the outdoor enthusiast.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/mss>

Position #MSS01975  
 STAFF SERVICES MANAGER - FISCAL  
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CalHR, Attn: Merit System Services  
 1515 S Street, North Building, Suite 500  
 Sacramento, CA 95811  
 916-323-2360

[mssprogram@calhr.ca.gov](mailto:mssprogram@calhr.ca.gov)

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## **Staff Services Manager - Fiscal Supplemental Questionnaire**

- \* 1. Describe your experience with Fiscal Operations. In your answer, please include the name of employer, position title, dates of employment (month/year), the number of hours worked per week and description of your duties.

\* Required Question