

CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV73282
Job Class Code:	770	Salary Schedule:	19
EEO Category:	02	Grade:	AREG
Workers Comp Code:	8833		
Job Code Established:	05/13/84	Effective Date:	05/13/84
Job Code Revised:	04/25/97	Effective Date:	04/25/97

JOB CODE SERIES: Human Service Fiscal Series

JOB CODE TITLE: HUMAN SERVICE FISCAL PROGRAM SPECIALIST

HRIS TITLE: HUM/S FIS PRG SPCT

ORGANIZATION/WORK SETTINGS: Administration for Children, Youth and Families
Department of Economic Security

WORK DESCRIPTION: Develops budget projections and allocations, program goals and objectives; analyzes and evaluates effectiveness of social service programs; provides fiscal consultation to district programs and juvenile courts for budget development; writes budget justification and program narrative, reports, memoranda and correspondence.

WORK ACTIVITIES: confers with agency officials, program directors and unit administrators in order to make determinations for budget development and planning.

As a planning device, gathers data on workload or service load over designated period, then, making adjustments based on calculated estimates, projects same figures for future period.

Plans for better use of material and personal resources in an administrative or operating division or large field office or operation; examines materials, confers with superiors and staff; analyzes, evaluates and makes determinations.

Develops, reviews and makes adjustments in a long-range plan for agency (or major program) goals.

Confers with and advises staff members of own agency or work system, applying knowledge and skills of own technical specialty.

Participates in planning for the next budget period by compiling past expenditure figures, estimating future costs and making determinations of new budget figures.

Reads and analyzes agency budget requests; gathers data, confers with agency personnel; makes recommendations.

Instructs staff members in proper use of a complex system of methods, procedures, rules or regulations utilized by the work system.

Examines all available data, evaluates success of a program in achieving its stated goals and objectives.

Gives and receives information requiring considerable judgment and authority regarding current and specific business of the work unit by telephone or direct contact.

Confers with agency officials, staff members and representatives of other agencies to acquire information needed for immediate determinations or decisions.

Participates in the development of an annual plan of work activity, including statements of scope of activity, goals and objectives; studies materials, confers with others involved, constructs

assigned aspects and participates in formulation of final product.
Confers with agency officials, staff members and outside agency representatives in order to assign priorities for planning of future activities.
Writes budget revisions, in accordance with policy; routes to accounting section.
Writes requests for increases in budget or staff, on behalf of the work system.
Writes budget instructions for preparation of the state budget document.
Develops budgets for projects; analyzes costs, variables, timetables, personnel and material costs; makes determinations.
Gathers data from manuals, statutes, rule books, codes and regulations in order to make determinations and decisions.
Performs related work as required.

WORK CONDITIONS: Long hours of concentration on detail.

SUPERVISION: Works under general supervision, exercising discretion and some independent judgment within established policies and procedures.

WORK RESULTS/PRODUCTS: Multi-year program plans and projections; budget plans and requests, fiscal projections; evaluation reports; statistical/fiscal reports; grant requests; informed district service staff and Court officials.

RESPONSIBILITY: Timeliness and quality of products; integrity of budget proposals.

AUTHORITY: To write budget recommendations, grant requests, budget development procedures, program evaluation recommendations; interpret policy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Federal and State laws and statutes pertaining to funding for social service and child welfare programs; methods and techniques of budget planning and development; program evaluation methods and techniques; social service delivery systems as utilized in the work system; policies and procedures established for the Juvenile Court System; policies and procedures established for the work system.

Skill in: oral and written communications; interviewing to elicit information; statistical and fiscal data analysis, evaluation and interpretation; interpersonal skills as applied to contacts with district administration, Juvenile Court officials.

SPECIAL SELECTION FACTORS:

Three years of professional level budget management, financial management, or governmental accounting experience; OR a Bachelor's degree with a major in accounting from an accredited college or university and two years fiscal management experience.