

CLASSIFICATION SPECIFICATION

FLSA:	EXP	Job Code:	ACV73285
Job Class Code:	770	Salary Schedule:	AREG
EEO Category:	02	Grade:	21
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 SUPERVISOR

HRIS TITLE: HUM/S FIS PRG SPV

WORK DESCRIPTION: Directs the activities of a centralized unit of specialists engaged in budget development and control, fiscal and program planning and statistical research; monitors program compliance with funding and statutory regulations; formulates policies and identifies issues requiring resolution; writes fiscal and statistical reports, memoranda and correspondence.

WORK ACTIVITIES: devises a timetable, schedule or agenda for achievement of work objectives, completion of projects or development of changes in work processes.

Directs, instructs and counsels subordinate personnel who are supervisors, section managers or highly skilled technicians carrying out tasks requiring considerable judgment or creative effort.

Reviews work products or achievements of subordinate workers; evaluates work and formulates plans for improvement.

Supervises and participates in the development and writing of a comprehensive annual state plan for an agency or work system program.

Reads, examines and reviews reports prepared by subordinate supervisors, consultants or specialists; makes corrections, adjustments, raises questions; routes back to writer or approves for routing to destination.

Attends meetings and participates in activities of committees, task forces or ad hoc work or advisory groups closely relating to the work system, its goals and objectives.

Develops, revises and adjusts a fiscal control system serving a work system; examines data, analyzes needs, recommends and implements changes accordingly.

Participates in the development of the annual budget request for own agency or work system, and takes responsibility for budget of major division or program; reviews drafts, makes adjustments and decisions.

Supervises the gathering of financial and statistical data and compiling of information for use in special reports.

Reads funding or grant proposals prepared by others; makes critical observations and recommendations for improvement.

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.

Supervises development and writing of a comprehensive annual report of a state agency.

Devises research methodologies and strategies to meet specific problems in agency planning or operation.

Plans, supervises and reviews preparation of periodic cost model budget planning reports and analyses for ongoing budget development projects.

Plans and designs research projects; established priorities, recommends schedules, timetables and costs. Reviews proposed legislation to determine impact on agency services, budget programs or operations. Performs related work as required.

WORK CONDITIONS: Long hours of concentration on detail.

SUPERVISION: Works under direction of the Program Administrator, exercising discretion and considerable independent judgment within established policies and procedures.

WORK RESULTS/PRODUCTS: Functioning work unit; budget requests and projections; program goals and objections; operational studies and recommendations; fiscal tracking system; program plans; fiscal and statistical reports, memoranda and correspondence.

RESPONSIBILITY: Timeliness and accuracy of products; fiscal accountability; effectiveness of work unit.

AUTHORITY: To authorize fund distribution and expenditure payments, Federal claims, budget reports; assign work to and evaluate performance of staff; determine accounting system structure.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: Federal and State laws and statutes pertaining to funding for social service and child welfare programs; social service delivery systems as utilized in the work system; budget development and control methods and procedures; fundamentals of accounting principles and practices; research design and methodology; policies and procedures established for the work system.

Skill/Ability to: work management and work leadership; data analysis, evaluation and interpretation; program planning and development; interpersonal relations as applied to contact with Federal government representatives, legislative officials.

SPECIAL SELECTION FACTORS:

Four years of professional level work in budget management, financial management, or governmental accounting; or a Bachelor's degree in accounting from an accredited college or university and three years fiscal management experience.