

**Sierra County
Board of Supervisors'
Agenda Transmittal &
Record of Proceedings**

MEETING DATE: April 21, 2020	TYPE OF AGENDA ITEM: <input checked="" type="checkbox"/> Regular <input type="checkbox"/> Timed <input type="checkbox"/> Consent
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DEPARTMENT: Social Services
APPROVING PARTY: Vickie Clark, Director
PHONE NUMBER: (530) 993-6700

AGENDA ITEM: Approval of a Financial Officer - Behavioral Health, Health and Social Services position to replace the vacant position of Interdepartmental Fiscal Officer and authorization to recruit and hire said position.

SUPPORTIVE DOCUMENTS ATTACHED: Memo Resolution Agreement Other
Job Description

BACKGROUND INFORMATION: Currently Sierra County Human Services has a vacant position of Interdepartmental Fiscal Officer. The Finance Committee met and recommends this position be more commiserate with the duties of the position. It is requested that a new position of Financial Officer Behavioral Health, Health, and Social Services be approved.

FUNDING SOURCE: 0515610, 5670, 5800
GENERAL FUND IMPACT: No General Fund Impact
OTHER FUND:
AMOUNT: \$105,312.00 - \$112,279.00 Annually

ARE ADDITIONAL PERSONNEL REQUIRED? <input type="checkbox"/> Yes, -- -- <input type="checkbox"/> No	IS THIS ITEM ALLOCATED IN THE BUDGET? <input type="checkbox"/> Yes <input type="checkbox"/> No IS A BUDGET TRANSFER REQUIRED? <input type="checkbox"/> Yes <input type="checkbox"/> No
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SPACE BELOW FOR CLERK'S USE

BOARD ACTION: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as amended <input type="checkbox"/> Adopted <input type="checkbox"/> Adopted as amended <input type="checkbox"/> Denied <input type="checkbox"/> Other <input type="checkbox"/> No Action Taken	<input type="checkbox"/> Set public hearing For: _____ <input type="checkbox"/> Direction to: _____ <input type="checkbox"/> Referred to: _____ <input type="checkbox"/> Continued to: _____ <input type="checkbox"/> Authorization given to: _____	Resolution 2020- _____ Agreement 2020- _____ Ordinance _____ Vote: Ayes: Noes: Abstain: Absent: <input type="checkbox"/> By Consensus
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COMMENTS:

CLERK TO THE BOARD

DATE

Sierra County
Job Classification

Class Title: Financial Officer - Behavioral Health, Health and Social Services

Class Code: 45, Topography A

Status: Principal/Supervisor

DEFINITION

Manages, coordinates and directs the work of professional and technical support staff responsible for general accounting, payroll, accounts payable, State claims, State and Federal reports, audits, and related accounting functions for Behavioral Health, Health and Social Services; performs related work assigned.

DISTINGUISHING CHARACTERISTICS

This class provides day to day supervision over a variety of Behavioral Health, Health and Social Services accounting and financial support functions. In addition to day to day oversight of staff the work involves such management functions as developing and implementing policies and procedures and ensuring overall service effectiveness in areas of responsibility. This class is also tasked with completing the more complicated and technical work in the office.

REPORTS TO

Department Manager

CLASSIFICATIONS SUPERVISED

Supervises all assigned staff

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Plans, organizes, administers, reviews and evaluates the work of professional and technical support staff.
- Recommends selection of staff; trains staff in work procedures; administers discipline as required.
- Assists in developing and implementing goals, objectives, policies, procedures and work standards for the department.
- Oversees and coordinates the maintenance of records and the production of periodic and special accounting reports and financial statements through automated and manual procedures.
- Directs the payroll function of Behavioral Health, Health and Social Services; ensures that Departments employees are appropriately paid and that reports are prepared and submitted to appropriate county office.
- Supervises the accounts payable function for Behavioral Health, Health and Social Services; directs the payment of invoices and controls and ensures that proper controls are in place to provide for the proper payment of such requests.

Examples of duties continued

- Assists with the projection of budget and forecasting and monitoring of fund revenues and expenditures.
- Confers with members of other in Behavioral Health, Health and Social Services departments regarding departmental, entity or intergovernmental financial matters; facilitates the resolution of problems and the development of coordinated policies.
- Establishes accounting systems and procedures; confers with information systems staff regarding automated systems.
- Conducts analytical studies; develops and reviews reports of findings, alternatives and recommendation; directs the maintenance of accurate records and files.
- Prepares a variety of written correspondence, reports, procedures and other written materials.
- Monitors and interprets changes in laws and regulations related to public agency accounting and financial reporting and related areas.
- Uses standard office equipment, including a computer, in the course of the work; drives a motor vehicle to attend meetings and visit off-site County locations.

See Qualifications below

PHYSICAL REQUIREMENTS

Stand approximately 20%, sit approximately 70% or more, and walk approximately 10% of the time. Lift approximately 25 pounds as necessary. Must be able to bend and reach overhead.

Hearing: Adequate to hear and understand conversations in both quiet and noisy environments, both in person and over the telephone.

Vision: Adequate near vision to read and accurately interpret written words, files, etc. Adequate far vision to meet DMV licensing requirements.

Dexterity &

Coordination: Arm strength and range of motion which is sufficient to write, lift office supplies, reach and stretch. Finger dexterity and arm-hand steadiness adequate to operate a typewriter, computer keyboard, or dial a telephone. Flexibility is necessary to perform such tasks as reaching file drawers, carrying supplies and equipment, kneeling to access files or equipment stored at ground level, and operating a word processor, typewriter, ten-key, etc...

Physical

Strength: Must have muscle strength to lift, push, and carry up to twenty-five pounds.

See attached ADA schedule.

Qualifications continued

TYPICAL WORKING CONDITIONS

Work is performed in an office environment and, occasionally, in the outdoors; travel by car to other departments and to training or meetings; continuous contact with public and other staff.

QUALIFICATIONS

The successful candidate would possess a combination of related education and experience in accounting/finance/Government management. A combination of the items listed below would be expected:

- | | <u>Minimum points needed 47</u> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| • Required - Bachelor's degree in business Administration, Government, Finance, Accounting or related field. | 14 points |
| • Graduate degree in government finance, accounting or administration. | 4 points |
| • Substantial related work experience with progressive advancement. | 20 points |
| • Supervisorial responsibility over professional and non-professional staff. | 8 points |
| • Essential skills: | 20 points |
| ○ Principles and methods of financial management, accounting, and budget preparation, analysis and management. | |
| ○ Public administration principles and practices, including strategic planning; goal setting; program development, implementation, and evaluation; administrative organization; and effective employee relations and management in a public setting. | |
| ○ Cost accounting procedures and their relation to state, federal, and local reporting and auditing requirements, practices and policies. | |
| ○ Federal, state, and County laws, codes and regulations pertaining to accountability for public health, behavioral health, and social service funds. | |
| ○ Funding sources and requirements for health and human services programs, including grants management and audit requirements. | |
| ○ Research methods and techniques. | |
| ○ Federal and state legislative processes. | |
| ○ Tools and skills for continuous process improvement and workflow efficiency improvements. | |
| ○ Supervisory techniques and principles for successful leadership. | |
| ○ Technology, systems and software designed to assist in the computerized management of information. | |
| • Relevant Professional License (like: C.P.A.; Internal Audit; Government Finance Officer) | 10 points |

SPECIAL REQUIREMENTS

Possession of a valid driver's license at the time of application and maintained throughout employment is a requirement for hiring.

I. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL REQUIREMENTS:

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

E=Daily (From 0-1 hours per day)

B=Seldom (On a quarterly to yearly basis)

F=Daily (From 1-4 hours per day)

C=Occasionally (On a monthly/bi-monthly basis)

G=Daily (From 4-8+ hours per day)

D=Frequently (On a weekly basis)

ACTIVITY			FREQUENCY						
			A	B	C	D	E	F	G
1.	CLIMBING	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like using feet and legs and/or hands and arms.					X		
2.	STOOPING	Bending body downward and forward by bending spine at waist.						X	
3.	KNEELING	Bending legs at knee to come to rest on a knee or knees.				X			
4.	CROUCH	Bending the body downward and forward by bending leg and spine.				X			
5.	CRAWLING	Moving about on hands and knees or hands and feet.			X				
6.	REACHING	Extending hand(s) and arm(s) in any direction.						X	
7.	STANDING	Standing for long periods of time.			X				
8.	WALKING	Moving about on foot.						X	
9.	SITTING	Sits for extended periods of time.							X
10.	PUSHING	Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.		X					
11.	PULLING	Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.		X					
12.	FINGER DEXTERITY	Picking, pinching, typing, or otherwise primarily working with fingers rather than the whole hand or arm.							X
13.	GRASPING	Applying pressure to an object with the fingers and palm.						X	
14.	FEELING	Perceiving attributes of objects, such as size, shape, temperature, texture, by touching with skin	X						
15.	TALKING	Expressing or exchanging ideas by means of the spoken word.							X
16.	HEARING	Receive detailed information through oral communication.							X
17.	BALANCING	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces (exceeds that needed for ordinary locomotion and maintenance of body equilibrium).	X						

II. ESSENTIAL FUNCTIONS (ADA)

VISUAL REQUIREMENTS:

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

B=Seldom (On a quarterly to yearly basis)

C=Occasionally (On a monthly/bi-monthly basis)

D=Frequently (On a weekly basis)

E=Daily (From -1 hours per day)

F=Daily (From 1-4 hours per day)

G=Daily (From 4-8+ hours per day)

<i>ACTIVITY</i>		<i>FREQUENCY</i>						
		<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
1.	Work performed requires the ability to see distances under 12 inches.							
2.	Work performed requires the ability to see at an arm's length.							X
3.	Work performed requires the ability to see distances over 2 feet.	X						
4.	Work performed requires the use of both eyes (field of vision).	X						
5.	Work performed requires the ability to distinguish basic colors.	X						
6.	Work performed requires the ability to distinguish shades of color.	X						
7.	Work performed requires depth perception.	X						

OTHER FUNCTIONAL REQUIREMENTS:

Directions: Please review the definitions and check the appropriate boxes which indicate how often you perform the activity.

<i>ACTIVITY</i>		<i>FREQUENCY</i>						
		<i>A</i>	<i>B</i>	<i>C</i>	<i>D</i>	<i>E</i>	<i>F</i>	<i>G</i>
1.	Operates truck, tractor, motor vehicle, forklift or other moving equipment.			X				
2.	Repetitive use of foot control. right only							
	left only							
	both	X						
3.	Repetitive use of hands. right only							
	left only							
	both							X

III. ESSENTIAL FUNCTIONS (ADA)

WORKING CONDITIONS:

Frequency: This factor includes the frequency to which the task appears while performing the overall job.

A=Rarely (Once or twice, or never performed)

E=Daily (From -1 hours per day)

B=Seldom (On a quarterly to yearly basis)

F=Daily (From 1-4 hours per day)

C=Occasionally (On a monthly/bi-monthly basis)

G=Daily (From 4-8+ hours per day)

D=Frequently (On a weekly basis)

ACTIVITY		FREQUENCY						
		A	B	C	D	E	F	G
1.	Works outside in various types of weather.	X						
2.	Works inside.							X
3.	Works in extreme cold, below 32 degrees F, for more than 1 hour.	X						
4.	Works in extreme heat, above 1 degrees F, for more than 1 hour.	X						
5.	Worker is subject to vibration (oscillating movements of the extremities or whole body).	X						
6.	Works in excessive humidity.		X					
7.	Works in a dry atmosphere.		X					
8.	Works in environment with constant noise (to cause worker to shout to be heard).	X						
9.	Exposed to dust.	X						
1.	Exposed to silica. N.A.							
11.	Exposed to fumes, smoke, or gases (anesthetic gases, ethylene oxide, etc.) N.A.							
12.	Exposed to grease and oils (air and/or skin exposure). N.A.							
13.	Exposed to electrical energy.							X
14.	Exposed to pesticides. N.A.							
15.	Exposed to solvents or other chemicals. (Specify types of chemicals--air and/or skin exposure)	X						
16.	Works on slippery or uneven surfaces.	X						
17.	Works around machinery with moving parts or stationary equipment.	X						
18.	Works around moving objects or vehicles.	X						
19.	Works on ladders or scaffolding.	X						
2.	Works below ground. N.A.							
21.	Works with hands in water.	X						
22.	Works in confined spaces.	X						
23.	Other - Specify							

IV. ESSENTIAL FUNCTIONS (ADA)

PHYSICAL EXERTION:

ACTIVITY							WEIGHT/HOURS PER DAY	
		Up to 1 lbs.	11-25 lbs.	26-5 lbs.	51-75 lbs.	76-1 lbs.	Over 1 lbs.	# hours per day
1.	LIFTING		√					
2.	CARRYING		√					
3.	PUSHING		√					
4.	PULLING		√					
5.	REACHING		√					
6.	OTHER (Specify)		√					

Reviewed by:  Date: 4/15/20
 Personnel Director

Received and filed by:  Date: 04-15-20
 County Clerk