

## COUNTY OF SOLANO

### CHIEF FINANCIAL OFFICER – HEALTH AND SOCIAL SERVICES

Est. 4/03  
CSC Exempt

#### **DEFINITION**

Under administrative direction, plans, prepares, organizes and directs the budget and fiscal services for the Department of Health and Social Services; assists in the evaluation and implementation of fiscal policies, standards and procedures; analyzes, evaluates and recommends improvements for the fiscal aspects of the Department; may perform internal audits; performs other duties as required.

#### **CLASS CHARACTERISTICS**

This single position Executive Management class is responsible for overseeing, through subordinates, the fiscal service activities of the Department of Health and Social Services. The position encompasses a wide variety of fiscal, administrative and supervisory and business management responsibilities in the department-wide budget management process. The class is distinguished by its administrative responsibilities for financial activities for the entire department and by its overall responsibility for all budget preparation and management. Direction is received from the Assistant Director of Health and Social Services – Operations.

#### **EXAMPLES OF DUTIES:**

Duties may include but are not limited to the following:

1. Formulates departmental policy in the field of budget services and fiscal administration. Plans, organizes and manages departmental financial and accounting service directly through subordinates including accounting/financial program reporting to ensure coordination and fiscal control in the delivery of health and social services;
2. Develops and implements goals and objectives and procedures for financial management for the Health and Social Services Department; provides budget oversight in preparation and monitoring of budgets; analyzes need for and directs the development of new/changed fiscal data collection systems and financial management systems; develops reports, makes recommendations and implements appropriate action based on an analysis of gathered data; prepares reports and correspondence on fiscal matters.
3. Works closely with Department and County executive management staff, the County Administrator's office and the Board of Supervisors to ensure that the Department has adequate resources to provide both mandated and expected levels of service; directs the coordination of program budgeting with the County Administrator and the Board of Supervisors.

**EXAMPLES OF DUTIES: (Continued)**

4. Participates in the selection, training and evaluation of subordinate staff. Recommends selections, terminations and other personnel actions. Develops staff capacity by providing for training and development, and managing effectively in a merit system and unionized environment utilizing effective performance management and feedback systems, due process and progressive discipline, and the creation of a cooperative team environment.
5. Anticipates and responds to the need for new or modified systems or funding approaches; develops and implements plans and procedures to enhance revenue from State, Federal, fee and grant funding sources.
6. Monitors all aspects of the fiscal accountability for all contacts for staff and programs; directs the fiscal activities of the department; directs the coordination of program budgeting with the County Administrator and the Board of Supervisors; directs the maintenance of accurate records and the preparation of fiscal reports, including keeping the department head, the Board of Supervisors and County Administrator apprised of current activities.
7. Directs the budgetary and fiscal control programs and the preparation of the department budget; may perform internal fiscal or systems audits; consults with program and other administrators on fiscal problems and procedures and assists in and recommends developing and implementation of improvements; prepares and reviews all fiscal reports required by all divisions of the department by federal, state and other funding sources; confers with representatives of other County departments and of state agencies on budgetary problems.
8. Supervises in-service training for budget and fiscal service personnel and related support staff in all divisions of the department. Directs the conduct of a variety of analytical and feasibility studies.
9. Provides leadership for the department before official bodies and the general public; answers inquiries and explains financial and accounting procedures to the public, auditors, departmental staff and governing bodies.
10. May be assigned additional managerial and/or administrative responsibility; may conduct special studies, convene committees or act on behalf of the Department Head; investigate and resolve issues of financial concern.

**QUALIFICATION GUIDELINES**

**Education and/or Experience**

Progressively responsible administrative experience coupled with education and/or training which demonstrates possession of and competency in requisite knowledge and abilities. Qualification requirements are as follows:

A Bachelor's Degree from an accredited four-year college, preferably in accounting, finance, business or public administration. Possession of a Certified Public Accountant certificate is desirable.

And

Four years of progressively responsible accounting, financial and management experience in a health or human services agency, which included financial planning and evaluation and budget management.

**Knowledge/Abilities**

**Thorough knowledge** if the principles and practices of management, organization, accounting and expenditure control; principles and techniques of statistical and quantitative management analysis; methods of budget analysis, expenditure review and cost control; laws, regulations and procedures that apply to local governmental operations; federal, state and County laws pertaining to accountability for public health, behavioral health and social service funds.

**Considerable knowledge** of methods of analyzing cost effectiveness; methods of financing and fiscal mechanisms of health and social services and related programs; governmental and cost accounting practices; intergovernmental relationships and regulations affecting public health and social service delivery; automated systems as applicable to management and accounting services; grant sources; public information and contract administration principles; principles of dealing successfully with individuals of various ages and members of various ethnic and socio-economic groups.

**Working knowledge** of public information and public speaking techniques; principles of modern office management.

**Ability to** plan, direct, coordinate and supervise financial operations of a county health and social services agency; formulate, develop, justify and administer the department's budget; identify, analyze and implement solutions to a variety of fiscal problems; communicate and interact in situations requiring instruction and persuasion; analyze, interpret and ensure compliance with regulations, laws, policies and contracts; supervise, coordinate and evaluate the work of staff; exhibit public speaking skills; establish and maintain effective working relationships with a variety of organizations and individuals; prepare clear and concise reports on complex or detailed fiscal and other financial matters; formulate policy; develop program objectives and evaluate procedures; understand departmental objectives in relation to County goals; research regulations, procedures and/or technical reference materials; prepare budgets, funding proposals, and narrative and statistical reports; secure cooperation

**QUALIFICATION GUIDELINES (continued)**

and teamwork among professional and support staff; understand and analyze budgets and expenditure reports; project consequences of decisions; develop policy and incorporate same into fiscal policy and procedure; recognize and respect limit of authority and responsibility; work effectively with others who have objectives counter to assigned role; effectively delegate responsibility and authority to others.

**SPECIAL REQUIREMENTS**

Incumbents must be able to work in an environment that may include exposure to communicable diseases.

Possession of or ability to obtain a valid Class C California driver’s license may be required.

**SUPPLEMENTAL INFORMATION**

Independent travel may be required.

Selectees for employment must, as a condition of employment, sign a statement agreeing to comply with mandatory child and elder abuse reporting, drug free workforce and confidentiality.

This position is exempt from provisions of the County’s Civil Service Ordinances. Incumbents are hired and retained at the pleasure of the appointing authority.

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Department Head

Date

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