

COUNTY OF SOLANO
CLASS SPECIFICATION
POLICY AND FINANCIAL MANAGER

Effective Date: 4/28/2015

CLASS SUMMARY:

Under general direction of the Director of Administrative Services, manages the planning, preparation, and analysis of budgets for assigned program areas such as Social Services, Public Health and Behavioral Health; oversees the analysis of complex and diverse financial information and the provision of support data essential for program planning and outcome measurements; and supervises employees in professional, technical and clerical classes. Serves as Director of Administrative Services in his/her absence.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Director of Administrative Services** class which performs a wide variety of management and administrative duties which involve responsibility for the administrative activities of a large, highly complex department, including the department's budget and fiscal affairs; and the
- **Staff Analyst (Senior)** class which reviews, analyzes, audits and monitors budgets, expenditures, contracts, and other items; plans coordinates, and conducts complex analytical studies involving operations and programs of an assigned department/division in order to develop/ and/or improve systems and procedures; oversees and participates in professional level work involving fiscal management, financial analysis, billing/collections, analysis of laws and policies, regulatory compliance, implementation of policies/procedures, and/or contract management and compliance; and the
- **Policy and Financial Analyst** class which plans, prepares, and analyzes budgets for program areas; conducts management analysis and high-level data analysis, provides decision support data essential for program planning and outcome measurements; and mentors analysts and other technical staff.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the Director of Administrative Services.
- Employees in this class supervise employees in professional, technical and clerical classes.

ESSENTIAL DUTIES: This class specification represents the core area of responsibilities; specific position assignments will vary depending on the needs of the department.

- Develops and monitors the Department of Health and Social Services (H&SS) budget.
- Manages the fiscal control of contracts by:
 - Confirming and/or identifying the funding associated with contracts;

- Aligning contracts with County budgeting and accounting processes and systems; and
- Developing fiscal implications for legislative files.
- Evaluates, analyzes and advises department management of the Governor's Budget, existing and proposed legislation and directives to determine potential impact on both the Department's budgets and policies and on the projected State and Federal revenues of assigned divisions.
- Oversees financial reporting and develops/ensures the application of appropriate fiscal controls in reporting procedures and preparation of fiscal reporting/invoicing to State/Federal agencies including but limited to the preparation of cost reports, quarterly claiming, and fiscal year end reports.
- Manages full scale comprehensive Revenue Recovery Cycle Management by overseeing billing and claiming functions that determine how costs are claimed to Federal and State agencies; overseeing reporting processes to ensure compliance with Federal and State reporting requirements; and implementing new methodologies and systems for data collection and financial reporting.
- Provides leadership for the Department before State and regional committees and associations and the general public; responds to inquiries and explains financial and accounting procedures to the public, auditors, departmental staff and governing bodies; prepares and presents budget information to advisory boards; and serves as liaison with other County departments on matters related to the budget process.
- Performs the following management responsibilities for the unit directly managed:
 - monitoring purchases and expenditures;
 - approving non-routine expenditures for workplace improvements, training, computer software and hardware, etc.;
 - providing input to the unit's budget;
 - monitoring goals and objectives of the unit and taking corrective actions as appropriate; and
 - recommending and implementing new policies and procedures to eliminate or reduce barriers to efficient or effective production and/or to improve customer service.
- Performs supervisory duties over employees in professional, technical and clerical classes such as:
 - assigning work and organizing, planning and scheduling staff's work activities and deadlines;
 - establishing standards for acceptable work products and evaluating performance;
 - monitoring work in progress, reviewing completed work and recognizing employees' work efforts and accomplishments;
 - responding to employee concerns and problems;
 - proposing disciplinary actions;
 - interviewing applicants and making selections;
 - providing career development mentoring and recommending training and career development opportunities;
 - ensuring that employees are properly trained and that they are scheduled for or have received required training or needed formal training;

- providing instruction and/or guidance to employees in handling difficult or complex work problems;
- reviewing and approving timesheets and requests for leave; and
- communicating, supporting and enforcing County and Department policies and procedures including those related to equal opportunity and to safety.

Performs one or more of the following duties based on the unit managed:

- Develops and monitors the Department of Health and Social Services (H&SS) Administration budget by:
 - Reviewing salary projections, contracts, and contributions to non-county agencies;
 - Providing direct oversight on the review and preparation of the H&SS Annual Administration Cost Allocation Plan to ensure compliance with federal Office of Management and Budget regulations, to ensure timely submission of the plan to the state; and
 - Reviewing and recommending the appropriate allocation and time study methodology for HSS administration employees.
- Manages and oversees Public Guardian and Public Administrator (PG/PA) fiscal and accounting operations by:
 - Ensuring staff supervised perform functions such as maintaining individual client accounting ledgers, processing electronic transfers and deposits, processing disbursements to skilled nursing facilities, board and care facilities and Institutes for Mental Disease (IMDs), preparing SSA reports, preparing and submitting court accountings, conducting a quarterly inventory of client property, maintaining general and subsidiary ledgers, performing bank reconciliations, and preparing income tax returns for clients;
 - Acting as the main fiscal point of contact for all internal and external audits and responding to audit findings and developing/implementing corrective action plans; and
 - Ensuring the adequate internal controls are in place to safeguard clients' accounts.
- Manages and oversees MediCal – Short Doyle and Substance Abuse billing by:
 - Managing the day-to-day oversight of the billing and collection activities for Mental Health and Substance Abuse,
 - Providing direct oversight on the maintenance of billing tables and codes in the electronic practice management system (Netsmart) and setting interim fees for all fee-for-service charge (in-house and contracted);
 - Directing the resolution of all State denials for billed services; and
 - Serving as the main point of contact for Mental Health and Substance Abuse medical billing audits, responding to all audit findings and developing/implementing corrective action plans.
- Manages and oversees Federally Qualified Health Centers (FQHCs), Medicare, Health Resources and Services Administration (HRSA) and MediCal cost reporting and reconciliation by:
 - Directing the preparation and review of annual Medicare cost reports for FQHC designated clinics;
 - Coordinating the annual cost settlement process with Medicare;

- Directing the preparation, review, and settlement of the annual reconciliation of Department of Health Care Services (DHCS) MediCal payments for the FQHC designated clinics;
- Analyzing the impact of service additions/deletions/moves within the clinics;
- Acting as the fiscal point of contact for all Medicare, HRSA and MediCal audits including changes in reimbursement rates;
- Providing direct oversight on the maintenance of billing tables and codes in the electronic practice management systems (Nextgen) and the setting of all fee-for-service rates for the clinics requiring Board of Supervisors' approval; and
- Directing the preparation of the federally mandated Uniform Data System (USD) report for the AGHC clinics and acting as the HRSA point of contact for any fiscal related questions related to the report.
- Provides fiscal management and oversight of the County's MediCal Administrative Activities (MAA) program (including community-based organizations and schools participating in the program) and the Targeted Case Management (TCM) program by:
 - Directing the preparation, review and update of MAA claiming plans;
 - Reviewing and approving MAA claims to ensure validity, accuracy, and compliance with Federal regulations;
 - Providing direction and analysis of Federal updates of changes impacting MAA and TCM to program management staff, community based organizations, and school districts;
 - Reviewing the annual TCM cost report, analyzing the impact of the final TCM cost rate; and determining or estimating the settlement amount with the State;
 - Communicating and presenting the impact of the final TCM cost rate with program management staff; and
 - Acting as the main point of contact for all MAA and TCM audits to include responding to audit findings and developing/implementing corrective action plans.
- Provides fiscal management and oversight of the Welfare Fiscal Disbursements unit by
 - Ensuring that daily and monthly welfare disbursements are within established thresholds;
 - Acting as the main point of contact for authorizing release of welfare payments exceeding thresholds during the CalWIN/Integrated Financial Accounting System (IFAS) midnight run/interface;
 - Coordinating with the Employment Eligibility Administrator or Deputy Director in investigating threshold overruns to identify system issues or fraudulent activities; and
 - Serving as the department liaison with the Auditor Controller's office for requesting one-time or permanent payment threshold adjustments.
- Performs other duties of a similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Bachelor's degree or higher from an accredited college or university with a major in Accounting, Finance, Business Administration, Public Administration, Political Science, Economics or a related social science field or a closely related field;

AND

- **Experience:** Five years of full-time paid experience involving fiscal management, operational, and/or policy analysis functions in a public sector agency that included two years in a supervisory capacity.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

- Applicants are required to possess a valid California Driver's License, Class C.

Note: The driver's license must be kept current while employed in this class.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Principles and practices of management, supervision, leadership, motivation, team building, organization, training, and conflict resolution.
- Laws, regulations and policies applicable to work performed and unit managed particularly those involved with fiscal management program services and operations.
- Principles and practices of budgeting, cost analysis, fiscal management, revenue projection, and variance analysis.
- State/federal funding, reimbursement procedures, documentation requirements.
- Sources of revenue and expenditures typical of local governments.
- Long-range planning strategies.
- Preparation, submission, monitoring and fiscal review of contracts.
- Data collection tools and data management software.
- Interrelationships of County programs and state/federal service delivery systems.
- Analytical techniques and outcome measurement, including performance management; public service delivery methods and systems.
- Practices and techniques of administrative and statistical analysis, statistical report preparation, and graphic presentation of analysis.
- Oral communication techniques to include presentations to groups of various sizes in a positive, inclusive, and motivational manner.
- Customer service techniques for dealing with customers, often in a difficult or confrontational situation.
- English composition, spelling, grammar, vocabulary, and punctuation for both written and oral communications.
- Formats and appropriate terminology for written communications such as business correspondence, policies, procedures and narrative reports.
- Basic mathematics for developing, preparing and completing numerical, budgetary, and/or statistical reports.
- Standard office procedures, practices, equipment, personal computers, and software.

Skill and/or Ability to:

- Supervise, evaluate, train, and develop staff and organize and manage their work.
- Plan, organize and administer an effective fiscal management program.
- Identify and analyze administrative problems and develop and implement operational changes.
- Research laws, regulations, procedures and/or technical reference materials; analyze, evaluate and interpret the data gathered; draw logical conclusions; develop reasonable and deliverable options, make appropriate recommendations; and implement the resultant change effectively.
- Provide consultation to departmental managers on complex operational issues.
- Understand program objectives in relation to departmental goals and procedures;
- Manage a variety of simultaneous work projects and carry them through to successful completion.
- Determine the appropriate course of action in stressful and/or emergency situations.
- Administer contracts and grants according to designated guidelines and regulations.
- Communicate information and ideas clearly and concisely, both orally and in writing.
- Work with and speak to various cultural and ethnic individuals and groups in a tactful and effective manner.
- Establish and maintain effective working relationships with those contacted in the performance of required duties.
- Secure cooperation and teamwork among professional and support staff;
- Represent the office in meetings with representatives from various County and non-County organizations.
- Prepare a variety of written communications to include reports, policies and procedures.
- Maintain accurate records and document actions taken.
- Gather and analyze statistical data and prepare comprehensive statistical reports.
- Maintain confidentiality of records and information per pertinent laws/regulations.
- Use modern office equipment to include computers and related software applications.

PHYSICAL REQUIREMENTS :

- **Mobility and Dexterity:** Positions in this class typically require stooping, kneeling, reaching, occasional standing, occasional walking, pushing, pulling, fingering, grasping, feeling (i.e. sense of touch), and repetitive motion.
- **Lifting, Carrying, Pushing and Pulling -- Sedentary Work:** Employees in this class exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.
- **Vision:** Positions in this class require the employee to have close visual acuity, with or without correction, to prepare and analyze data and figures, transcribe, view a computer terminal, read, etc. Employees in this class must have depth perception in order to operate a motor vehicle.

- Hearing/Talking: Positions in this class require the employee to perceive the nature of sounds at normal speaking levels with or without correction, and have the ability to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by means of the spoken word.

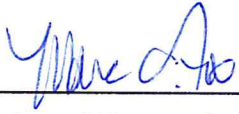
WORKING CONDITIONS:

- Office Work: Employees in this class will most often be working in an office setting.
- Traffic Hazards: Employees in this class will be required to operate a vehicle and thus will be subject to traffic hazards while driving.

OTHER REQUIREMENTS:

- Background Checks: The County may conduct a background check and a reference check on candidates prior to appointment to a position within this class
- Independent Travel: Incumbents are required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, etc.
- Hours of Work: Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.

CLASS HISTORY AND CLASS INFORMATION:



Director of Human Resources

- Date Approved by the Director of Human Resources: 4/20/15
- Date Class Title added to the Listing of Classes & Salaries by the Board of Supervisors: 4/28/15
- Class Code: 107340