

# County of Santa Cruz

INVITES YOU TO APPLY FOR:



## CHIEF OF FISCAL SERVICES

Supplemental Questionnaire Required

Open and Promotional

Job # 24-UD9-01

Salary: \$10,277 – 13,745 / Month

Closing Date: Friday, August 16, 2024

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### County Equity Statement

*Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.*

*Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.*

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**THE JOB:** Under general direction, develop fiscal policies and plans for implementation for the Health Services Agency, Human Services Department, and the Department of Public Works; direct the fiscal planning, control, audit and accounting programs to be implemented by the Assistant Chief of Fiscal Services–HSA, Fiscal Officers, Administrative Services Manager, and other subordinate fiscal positions, develop time lines and coordinate the financial portion of the budget; design, coordinate and maintain fiscal, cost accounting, contract administration, billing and grant accounting systems and procedures to assure the quality and technical accuracy of all fiscal programs; prepare the most complex and technical financial reports; determine fiscal data processing needs of the agency; oversee and train agency personnel in the use of computerized accounting systems; and perform other duties as required. **The current vacancy in the Human Services Department. The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

**The option for remote work may be available based on the type of work and operational needs, upon successful completion of probation.**

**THE REQUIREMENTS:** Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:



Five years of increasingly responsible professional level complex accounting, auditing and budget experience which must have included at least one year as a fiscal manager or supervisor. CPA is desirable.

**Special Requirements/Conditions:** Background Investigation: Fingerprinting is required. Other Special Requirements: Availability to work a flexible schedule including evenings, weekends, and holidays.

**Knowledge:** Thorough knowledge of Accounting practices, principles and procedures; auditing practices, principles and procedures; governmental budgeting and financial operations; program accounting; cost accounting practices and procedures; the application of data processing to accounting operations including budgeting, billing, fiscal monitoring and reporting; personal computer hardware and software use in a mainframe environment; and data base design. Working knowledge of State and federal laws, rules and regulations influencing Health Service Agency, Human Services Department, and Department of Public Works fiscal operations; principles and practices of supervision and training; contract law; payroll practices; and statistical analysis. Some knowledge of third-party billing; and handling accounts receivable as regular credit and collection procedures as well as principles involved in reserving for bad debts.

**Ability to:** Plan, organize, direct and coordinate a complex fiscal program; hire, supervise, train and evaluate the work of subordinate staff; analyze, evaluate and solve complex administrative problems related to a large agency's fiscal program; interpret, apply and explain complex laws, rules and regulations; establish and maintain an effective working relationship with others; prepare clear, concise and highly complex accounting, statistical and technical reports; develop or revise accounting systems and work procedures to meet changing needs; operate a personal computer to design programs to store, retrieve and analyze information; manage the fiscal program of the Health Services Agency, Human Services Department, and Department of Public Works to assure the quality and technical accuracy; present technical financial data and reports before groups; and act as a fiscal consultant for the department.

**THE EXAMINATION:** Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

**HOW TO APPLY:** Apply online at [www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com) or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

**Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.**

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

### **CHIEF OF FISCAL SERVICES – SUPPLEMENTAL QUESTIONNAIRE**

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

**NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.**

1. Describe your experience in preparing large complex budgets including how revenue projections were made, the size of the organization and the amount of the budget and the various funding sources.
2. Describe your experience using government cost accounting practices, procedures and systems.
3. Describe your experience managing, directing and supervising staff. In your response, include the size of your staff and the type and diversity of their financial responsibilities.

### **EMPLOYEE BENEFITS:**

**VACATION** – 16 days 1<sup>st</sup> year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

**ADMINISTRATIVE LEAVE** – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

**HOLIDAYS** – 14 paid holidays per year.

**SICK LEAVE** – Six days per year.

**BEREAVEMENT LEAVE** – 3 days paid in California, 5 days paid out-of-state.

**MEDICAL PLAN** – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

**DENTAL PLAN** – County pays for employee and eligible dependent coverage.

**VISION PLAN** – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

**RETIREMENT AND SOCIAL SECURITY** – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees’ Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

**LIFE INSURANCE** – County paid \$50,000 term policy. Employee may purchase additional life insurance.

**LONG TERM DISABILITY PLAN** – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

**DEPENDENT-CARE PLAN** – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

**H-CARE PLAN** – Employees who pay a County medical premium may elect this pre-tax program.

**HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA)** – Employees may elect this pre-tax program to cover qualifying health care expenses.

**DEFERRED COMPENSATION** – A deferred compensation plan is available to employees.

**Note: Provisions of this bulletin do not constitute an expressed or implied contract.**

**County of Santa Cruz**

[www.santacruzcountyjobs.com](http://www.santacruzcountyjobs.com)