

# TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Fiscal Administrator

**SALARY:** \$38.47 on hire rate and will increase to \$41.78 per hour after completion of a nine-month training period

**LOCATION:** Mental Health Department

**TYPE OF EMPLOYMENT:** Full-Time

**ISSUE DATE:** 04/20/17

**THE FINAL DATE TO FILE APPLICATIONS:** 06/20/17

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 06/21/17

**RESIDENCY WAIVED**

### **LOCATION OF POSITIONS/VACANCIES:**

This is a management position involving considerable independent responsibility for the supervision and coordination of the fiscal and administrative functions to support Mental Health Department operations. The incumbent performs management functions including, but not limited to, budget, fiscal and business management, human resource management and supervision. This will be a provisional appointment pending the next civil service examination. **The residency requirement for this posting has been waived.**

### **MINIMUM QUALIFICATIONS:**

(a) Graduation from a regionally accredited or New York State registered approved college or university with a Master's Degree in business administration, accounting, or closely related field **AND** three (3) years of full-time paid business administration or accounting experience preferably in a Health Care system environment, one year of which must have been in a supervisory capacity; **OR**

(b) Graduation from a regionally accredited or New York State registered approved college or university with a Bachelor's Degree in business administration, accounting, or closely related field **AND** five (5) years of full-time paid experience in business administration or accounting experience preferably in a Health Care system environment, one year of which must have been in a supervisory capacity; **OR**

(c) Graduation from a regionally accredited or New York State registered approved college with an Associate's Degree, or completion of at least 60 college credit hours of study, with a focus on business administration, accounting or closely related field **AND** seven (7) years of full-time paid business administration or accounting experience preferably in a Health Care system environment, one year of which must have been in a supervisory capacity; **OR**

(d) Any combination of education and experience equal to or greater than that specified in (a), (b) and (c) above.

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a management position involving considerable independent responsibility for the supervision and coordination of the fiscal and administrative functions to support Mental Health and/or Public Health Department operations. The incumbent performs management functions including, but not limited to, policy/procedure development, budget, fiscal and business management, human resource management and supervision. As a management team member, the incumbent will need to possess a high degree of interpersonal skills in order to persuade, motivate or influence others, to present or defend matters involving sharp disagreement, and/or to facilitate meetings involving issues of great importance to the departments. The incumbent will have responsibility to prepare complex fiscal reporting documents as required by the New York State Office of Mental Health (OMH), Office of Alcohol and Substance Abuse Services (OASAS), and Office for People with Developmental Disabilities (OPWDD) and the Department of Health (DOH). The incumbent will evaluate OMH, OASAS, OPWDD and DOH fiscal guidance and recommend department policies/procedures in accordance with these rules. Internal contacts are across divisions within the department and across the two departments. External contacts are typically with professional associates and involve the development, funding and subsequent administration of programs or services. Work with clients is not necessary to perform the duties of this job. The work is performed under the general administrative direction of the Department Head or his/her Deputy. The employee will exercise a high level of autonomy and independent judgment when carrying out the details of the work in accordance with established guidelines, procedures, rules, regulations, and laws. An employee in this position is responsible for supervising all staff of the fiscal and operations unit. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

- Formulates policies and procedures related to the fiscal and business administration of the departments;
- Assists the Department Head in matters related to administration, budget, and office procedures;
- Advises department personnel on appropriate administrative and budgetary procedures;
- Secures budget estimates, makes budget studies and assists in preparation of the total budget;
- Prepares special administrative, statistical and financial reports as requested by the Department Head;
- Plans and supervises the collection, tabulation and analysis of financial and statistical data including completion of State Consolidated Budget Reports, Consolidated Fiscal Reports, Article 6 State Aid Application and claims, Diagnostic & Treatment Center Cost Report, Licensed Home Care Services Agency Statistical Report;
- Supervises and expedites the maintenance of fiscal records and the preparation of reports;
- Supervises assigned office staff and office functions;
- Performs related work necessary for the efficient execution of administrative functions of the department;
- Studies current business and accounting procedures and recommends changes to improve departmental functioning;
- Analyzes State Mental Hygiene Department, DOH, and related bulletins, directives and procedural material within their area of responsibility and develops administrative procedures to respond and maintain compliance;
- Coordinates with OMH, OASAS, OPWDD fiscal offices regarding direct services and contract agency matters;
- Tracks all Federal, State and local share revenues and disbursements and monitors compliance with budget and contractual obligations;
- Tracks grant awards, prepares grant related budgets and fiscal reports;
- Assists the Department Head in the development, negotiation, monitoring and supervision of all contracts and service agreements;
- Oversees and controls the department's supplies and equipment;
- Oversees department payroll functions in coordination with County Finance and Human Resources;
- Implements and oversees department accounting and financial transactions to ensure compliance with federal and state fiscal regulations;
- Solicits and acquires contracts for insurance reimbursement and managed care related to direct services;
- Manages and oversees at an administrative level, accounts payable and receivable of the direct services operated by the department;
- Provides administrative oversight of all business services of the Department, i.e., purchasing, payroll, and accounts payable and receivable;
- Conducts financial audits of department sub-contractors to ensure compliance with federal, state, and county requirements.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of current business administration and fiscal procedures, practices, terminology, and techniques including budgeting and appropriate practices in Comprehensive Mental Hygiene and Health Service Delivery Systems;
- Thorough knowledge of the policies, laws, and regulations affecting Mental Hygiene activities and the changing Mental Hygiene and Health Service Delivery System;
- Thorough knowledge of current principles and practices of business administration, accounting and budgeting;

- Thorough knowledge of management information systems and computer operations, including database, spreadsheet and word processing applications; Thorough knowledge of government budgeting, fiscal management and Generally Accepted Accounting Principles (GAAP) as related to grant disbursement and general office accounting;
- Thorough knowledge of the principles and practices of public fiscal administration;
- Good knowledge of health care financial matters including insurance and related reimbursement systems;
- Skill in using computerized software systems and related peripherals and the ability to use them at an acceptable rate of speed and accuracy;
- Possess strong leadership and supervisory skills;
- Ability to analyze, prepare, format, and present complex data in complete and accurate reports;
- Administrative ability, including strong ability to define priorities, establish good teamwork, as well as train, evaluate, and supervise employees;
- Strong leadership, interpersonal skills and ability to work collaboratively with colleagues, service providers, community groups, other governmental agencies and public officials;
- Ability to prepare and present ideas clearly and concisely, both orally and in writing;
- Sound professional judgment, accuracy, integrity, resourcefulness, and attention to detail are required;
- Ability to analyze, prepare, format and present data in a variety of complex statistical reports;
- Strong ability to define priorities, establish good teamwork, and evaluate the work of others;
- The employee's physical and mental condition shall be commensurate to the demands of the position, either with or without reasonable accommodations.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

**Physical:** The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds. The incumbent must be able to accurately manage and manipulate information, using computer software and hardware systems, with or without reasonable accommodations. Such work encompasses approximately  $\frac{3}{4}$  of a normal working day. As a result, the job may involve considerable visual effort. The employee must possess the knowledge and ability needed to utilize office equipment, including computer systems, inclusive of necessary software and operating systems, with or without reasonable accommodations. In respect to the physical demands of this position, there may considerable visual effort and repetitive hand/finger movements associated with the execution of the tasks delegated with this role. There is minimal risk of injury or illness in this position.

**Mental:** The employee is required work closely and cooperatively in close physical proximity with others. The job does require considerable demands from extremely tight deadlines. The employee may occasionally be required to work alone.

**Environmental:** Almost all work is performed indoors in a temperature controlled environment. The work environment poses minimal, if any, exposure to disagreeable work conditions. The employee may at times be asked to drive to get to remote locations, or otherwise demonstrate the ability to meet the limited transportation requirements.

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850