



## CLASS SPECIFICATION

### Modoc County

---

CLASS CODE:	3115-009
CLASS TITLE:	<b>Health Services Financial Manager</b>
FLSA DESIGNATION:	Exempt
RANGE/STEP:	300 (Step A-F \$4,355-\$5,559)

---

#### **JOB SUMMARY:**

Under general direction of the Health Services Director, is responsible for the development, maintenance and tracking of the Department's fiscal information and data; to perform a variety of administrative and staff management duties; to assign, schedule, coordinate, supervise and evaluate the work of assigned staff; to perform a variety of difficult, complex and specialized information gathering, organization, analysis and presentation assignments; to prepare and submit cost reports, other program reporting; and to do related work as required.

#### **DISTINGUISHING CHARACTERISTICS & DUTIES:**

This management level classification has considerable latitude in exercising independent judgement and decision making in administrative, financial and program management support. This is a highly specialized financial classification. Incumbents have responsibility for the development and maintenance of the Health Services fiscal reports and information and complex analytical work. Duties may vary; however, the range of responsibility is centered upon planning, management and evaluation of multiple programs, projects and/or activities. The position is specific to the Health Services Agency, which is funded by a multitude of complex funding streams including State Realignment, direct federal funding from agencies such as HRSA, SAMSHA, CDC, etc., a wide variety of California State categorical funding, local funding and client-based fee for service programs. Responsibility also includes overseeing, supervising and performing a variety of administrative and staff management functions.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. The position may not be required to perform all duties listed and may be required to perform additional, position-specific tasks.*

- Plans, develops, coordinates, conducts and implements or directs implementation of a variety of fiscal and administrative programs, projects and/or activities within the Health Services Department, including directing and evaluating a wide variety of federal, state and local funding streams.
- Plans, develops, coordinates and provides administrative oversight to patient billing and collection revenue streams.

- Provides direction and supervision for subordinate supervisory, professional and/or support staff and provides for staff training and professional development.
- Assists with the staffing, and selection process of personnel.
- Conducts employee performance evaluations, counsels employees and participates in recommendation of corrective or disciplinary actions as appropriate.
- Directs purchasing, collection and/or external claim reimbursement activities.
- Assesses program/project scope and need, determines funding, staffing and other resource requirements.
- Assists with developing and administering department budgets and program/project budgets.
- Represents the Department at financial audits for state and federal awarded funds and others as applicable.
- Oversees the preparation or prepares purchasing documents/contracts facilitating purchasing procedures for the Department.
- Identifies obstacles, evaluates alternative courses of action and makes recommendations, which may include such areas as organizational structure, staffing, facilities, equipment, cost analysis, fiscal reporting, productivity or policy or procedure modifications.
- Serves as a technical expert on administrative, programmatic, financial and related issues and strategies; assists in developing goals, objectives and work standards for the Department.
- Coordinates activities and serves as liaison with other County departments and /or other agencies.
- Participates in developing and administers program/project budgets.
- Performs program /project recordkeeping.
- Interprets and applies a variety of complex policies, rules and regulations; provides information to employees, other departments and outside organizations, which may require tact and judgement. Performs specialized department management, administrative support, fiscal administrator and staff support assignments.
- Confers with representatives of other governmental agencies, boards and commissions, vendors, public and others.
- Performs other duties as assigned.

**QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.*

**KNOWLEDGE, SKILLS, AND ABILITIES (KSA'S):**

**Knowledge of:**

- County policies, rules, and regulations.
- Departmental functions, activities, operations rules, policies, and procedures.

- Insurance and patient billing practices.
- Pertinent State and Federal regulations and procedures of Accounting Standards.
- Policies and Procedures for County health services related to departments: public health, environmental health, and behavioral health.
- Supervisory principles and practices, including work planning, direction, evaluation, training and discipline.
- Accounting principles and practices.
- Budget development and control.
- Grant development and administration.
- Computer applications, particularly related to statistical analysis and record keeping.
- Applicable laws and regulations related to specified publicly funding health services programs and activities.

**Ability to:**

- Plan, organize, develop, and implement a variety of programs, projects and/or activities related to County health services departments.
- Developing, implementing and administering complex County administrative and financial programs and meeting critical deadlines.
- Evaluate the effectiveness of programs and services, and make necessary changes and improvements.
- Analyze administrative, budgetary, operational and organizational problems, evaluate alternatives and reach sound conclusions.
- Assign, schedule, supervise and evaluate staff; including review of work assigned to subordinate supervisory professional and support staff and training staff in work procedures.
- Interpret, explain and apply regulations and policies related to various County programs and activities.
- Effectively represent the County and the department in answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff and other agencies.
- Preparing clear and concise reports, correspondence and other written materials.
- Maintain accurate records and files.
- Exercising sound independent judgement within established guidelines.
- Use of computer and appropriate software for fiscal and administrative functions.
- Procure develop and administer grant funding programs. Prepare and maintain grant funding records and reports.
- Use a smartphone.
- Ability to utilize phone and computer applications.
- Ability to use and assist users with remote meeting technology.
- Ability to embrace new technology to make the workplace more efficient.

**Required to:**

- Support the vision and mission of the county and its elected and appointed officials.
- Provide courteous and timely customer service to the public as the ultimate employers.
- Provide courteous and timely customer service to other county departments and work cooperatively with other county employees.
- Adhere to the Modoc County Code of Safe Practices.

**MINIMUM QUALIFICATIONS:**

*The requirements listed below are representative of the knowledge, skill and ability required to satisfactorily perform the job's essential duties and responsibilities.*

**EDUCATION AND EXPERIENCE:**

*Any combination of experience and training that would provide the required knowledge and abilities is qualifying.*

Seven (7) years of experience as the Department Program Manager, Fiscal Analyst, Administrative Assistant or equivalent in a health services related department such as Public Health or Behavioral Health. Lead supervisory experience is desirable.

**OR**

Two (2) year associates degree in accounting, finance, economics business or public administration or related field with four (4) years of experience as a Department Program Manager, Fiscal Analyst, Administrative Assistant or equivalent in a health services related department such as Public Health or Behavioral Health. Lead supervisory experience is desirable.

**OR**

Equivalent to graduation from a four-year college or university with major course work in accounting, finance, economics business or public administration, or a field related to the work. Lead supervisory experience is desirable.

**SPECIAL REQUIREMENTS:**

- Possess a valid driver's license. Exceptions to this requirement may be considered on a case-by-case basis.

**PHYSICAL DEMANDS:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.*

Mobility to work in a typical office setting, use standard office equipment, and to drive a motor vehicle in order to visit work sites and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate in person or over the telephone. Sit for

extended periods and frequently stand and walk, ability to lift and move objects weighing up to 35 lbs.

**This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.**

**All county of Modoc employees are designated Disaster Service Workers through State law (California Government Code §3100-3109). Employment with Modoc County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work-related training as assigned, and to return to work as ordered in the event of an emergency.**


**FLSA Status is dependent upon meeting the qualifications for the exemption test. All of the following must be met for status to be Exempt. Upon meeting the Exempt status, a certification form will need to be completed to accompany the Personnel Action Notification (PAN) form.**

*Position created and approved by the Board of Supervisors on June 22, 2021  
Effective: July 1, 2021*

**Final verified classification approved by:**

DocuSigned by:  
  
Human Resources and Risk Manager Director

**Approved as to form:**

DocuSigned by:  
  
County Counsel

**Received and filed by:**

DocuSigned by:  
  
Clerk of the Board