

COUNTY OF SOLANO
CLASS SPECIFICATION
H&SS-CHIEF DEPUTY ADMINISTRATION

CLASS SUMMARY:

Under administrative direction, provides centralized oversight and management for the strategic planning, oversight, development, management and evaluation of the Department of Health and Social Services' (H&SS) budget; fiscal forecasting and operations; healthcare funding; revenue analysis and cost allocations and reimbursements; contract administration; grants management; accounting/financial processes; department-wide administrative services; and policy development.

The incumbent makes strategic decisions with a focus on maximizing revenue and maintaining H&SS' financial health.

The incumbent is a member of the executive management team and serves in an advisor/consultative role, addressing and resolving complex financial, budgetary, programmatic and policy issues, and other relevant fiscal and administrative management matters.

The class/position is an at-will position, exempt from civil service. The incumbent(s) serves at the discretion of the Appointment Authority.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the:

- **Assistant Director of Health and Social Services – Research and Planning** class which is responsible for assessing community and client needs and resources, planning future priorities and programs, and developing H&SS's overall strategic plan and program performance measurements.
- **Director of Administrative Services** class which oversees the day-to-day administrative, accounting/financial, and budgetary operations for the largest, most complex County departments.
- **Policy and Financial Manager** class which oversees the day-to-day budgetary planning, preparing, and analyzing for assigned programs within H&SS.

SUPERVISION RECEIVED AND EXERCISED:

- Supervision is provided by the Director of Health and Social Services or designee, or the Assistant Director of Health and Social Services – Research and Planning
- The employee supervises first- and second-level managers, supervisors, and may supervise line-staff in professional, technical/paraprofessional, administrative support, 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.

- Plans, manages, and participates in developing and implementing all operational standards, processes, policies, procedures, and performance measurements for the H&SS' centralized budgetary, financial, and administrative services to maximize revenues, achieve efficiencies, and comply with applicable federal, state, and local regulations.
- Directs, manages, and participates in planning, preparing, and monitoring the H&SS's annual budget including analyzing and estimating expenditures and revenues, recommending personnel allocations, developing alternative budget scenarios, ensuring appropriate expenditure of limited funds; and reviewing utilization data, productivity, and other information using a variety of reports and data sources.

- Researches opportunities to integrate revenue sources across Health and Social Services programs.
- Supervises the monitoring of major contracts, agreements, leases, and agreements with service providers, outside vendors, and leasing agents, and may directly oversee, research and negotiate contracts with a departmentwide impact.
- Reviews staff's final budget presentation with justifications; ensures timely submission of budgets to County Administrator's Office as well as federal, state, and other governing boards/agencies as required.
- Oversees the administration of all functions of H&SS's accounting and financial operations and reporting processes; monitors revenues and expenditures.
- Manages areas of responsibilities and professional, technical, administrative, and clerical staff through subordinate managers and supervisors.
- Serves as a member of the H&SS' executive management team, serves as advisor and consultant to other department management staff on fiscal, operational, and administrative matters, assists the department in developing and evaluating policies and procedures.
- Monitors federal and state legislative proposals, initiatives, programs, systems changes and, in conjunction with impacted division/s, analyzes and measures potential departmental fiscal and budgetary impacts and provides such analyses to the Director, Assistant Director, County Administrator's Office, Board of Supervisors and other stakeholders as requested.
- Uses technical expertise to respond to the Board of Supervisors, public, and other stakeholders on sensitive matters; disseminates budgetary, financial, funding operations and services information to the Assistant Director and Director of H&SS, County Administrator's Office, the Board of Supervisors, and other public stakeholders; ensures that they are well informed about applicable upcoming trends, benefits, and cost effectiveness.
- Establishes and maintains effective working relationships with County officials, Board of Supervisors, managers and supervisors within H&SS' and with other County departments to ensure efficient, effective and legally compliant delivery of services to the public.
- May be assigned additional managerial and administrative duties; may conduct special studies, convene committees or act on behalf of the Assistant Director or Director; investigate and resolve issues of budgetary/fiscal, accounting/financial, funding, and administrative concerns; and
- Performs other duties of similar nature or level as assigned.

EDUCATION AND EXPERIENCE:

- **Education:** Bachelor's degree from an accredited college or university in Business Administration or Public Administration or another field closely related to the intent of the class. Education with emphasis in Finance, Accounting or Public Finance is desirable.

AND

- **Experience:** Six years of leadership and professional level experience performing strategic analyses and management, fiscal oversight, budget and financial management, and policy and program development and evaluation of which two years must have been in a management capacity.

Note 1: A minimum of four years' experience in the public sector or human/health services administration.

Note 2: Possession of professional financial certifications may be substituted for one year of experience. This includes but not limited to Certified Public Accountant (CPA), Certified Internal Auditor (CIA), Certified Government Financial Manager (CGFM).

Note 3: A Master's degree in the above-mentioned fields may be substituted for one year of experience.

LICENSING, CERTIFICATION AND REGISTRATION REQUIREMENTS:

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

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- The provisions of the California Welfare and Institutions Code, and federal and state laws, rules, and regulations, and legislative and regulatory compliance pertaining to the administration of public human, health and social service programs in California.
- Strategic planning for public human and social service programs, organizations, and practices.
- Applicable federal, state, and local laws, regulations, ordinances, and organizational policies and procedures related to standard accounting and finance principles, methods, and applications including governmental accounting, billing, management, and reporting procedures.
- Fiscal management, monitoring, and control mechanisms for local governments.
- Generally Accepted Accounting Principles (GAAP), practices and standards.
- Financial and operational auditing standards, techniques, and control systems used throughout large public agencies and programs.
- Cost/benefit analysis and cost control principles and practices.
- Advanced principles and practices of budget analyses, planning, preparing, implementing, and monitoring, including financial forecasting and analysis.
- Contract negotiation and administration.
- Grant and funding development, administration, and management.
- Policy and procedure development and implementation related to public human, health and social service programs and practices.
- Administrative principles and practices including goal setting and short- and long-term planning related to areas of responsibility.
- Organizational and management practices as applied to analyzing, evaluating, developing, and implementing administrative programs and operational needs of a large and highly complex department.
- Statistical and qualitative management analysis techniques.
- Principles and practices of management, supervision, leadership, motivation, team building, organization, training, conflict resolution, staffing, and public sector personnel management.
- Practices of researching issues, evaluating alternatives, making sound recommendations and preparing and presenting effective reports.
- Automated systems for financial reporting and accounting purposes.
- Methods and techniques of professional networking and interagency liaising.
- Modern office practices, methods, computer equipment, and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

Skill and/or Ability to:

- Understand, research, interpret and explain complex laws, regulations and policies for a large public sector human, health and social service department and its divisions, programs, and practices; address and resolve multifaceted, interrelated financial, budgetary, programmatic and policy matters.
- Identify and analyze complex administrative, budgetary, financial, operational, economic, political, and organizational problems and situations; develop alternative solutions; project consequences of proposed actions; plan, coordinate, and initiate actions needed to implement recommendations, new methods and new procedures; and evaluate effectiveness of changes.
- Coordinate and integrate various financing, contracting, and grant management models and tools to maximize revenues, achieve cost and operational efficiencies and comply with changes in federal, state, and local regulations.
- Ensure that departmental budgetary, financial, and operational activities conform to federal, state, and local laws and regulations.
- Exercise initiative, ingenuity, independent analyses, and judgment to solve difficult and complex fiscal problems; employ integrity, stewardship, commitment, and organizational acumen.
- Prepare and present clear, concise, and complex accounting, financial, and statistical reports and advise executive management on financial matters and conditions.
- Oversee the preparation of department and multi division budgets, grant applications, service contracts and complex narrative and statistical reports.
- Provide fiscal advice and consultation to management, county departments, and the community.
- Select, train, supervise, and evaluate the work of a diverse subordinate support staff; provide for staff training, development, and succession planning.
- Plan, organize, supervise, and evaluate the work of professional, technical, and clerical staff directly and through subordinate managers and supervisors.
- Communicate effectively both orally and in writing.
- Prepare executive-level correspondence, reports, and other written materials.
- Coordinate multiple projects simultaneously and meet critical and conflicting deadlines.
- Collect, evaluate, and interpret a variety of information and data, either in statistical or narrative form.
- Make effective public presentations to convey conclusions and recommendations to the Board of Supervisors, County Administrative Officer, other government bodies, local agencies and organizations, and the media.
- Establish and maintain effective working and diplomatic relationships with peers, subordinates, internal and external customers, and representatives from governmental, industry, media, and other agencies.
- Handle highly stressful, complex situations.
- Work independently and as part of a team providing input, making recommendations for proposed solutions, and independently taking action on a variety of departmental issues and situations.
- Determine the appropriate courses of action in emergency or stressful situations.
- Perform mathematical and statistical calculations accurately.

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:** 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 screen, read, etc. Positions in this class also requires employees to have depth perception 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 to receive detailed information through oral communication. Positions in this class require the employee to express or exchange ideas by the spoken word.

WORKING CONDITIONS:

- **Office Work:** Employees in this class will most often be working in an office setting.

OTHER REQUIREMENTS:

- **Background Checks:** The County may conduct a background check and a reference check on candidates prior to appointment to this class. The background check may include the State of California Department of Justice, the Federal Bureau of Investigation (FBI), the Child Abuse Central Index (CACI), a credit check, and criminal checks in any City/County where the applicant has lived, worked or gone to school.
- **Independent Travel:** Incumbents may be required to travel independently, for example, to perform work at other work sites, to attend meetings with other County employees, to attend meetings with community organizations, etc.
- **Work Hours:** Incumbents may be required to work weekends, holidays, irregular hours, on-call, and after normal business hours.



Director of Human Resources

- Date Approved by the Director of Human Resources: 08/01/2023
- Date Class Title Added to the Listing of Classes & Salaries by the Board of Supervisors: 08/01/2023
- Class Code:107350