



County of Humboldt Business Manager

CLASS CODE	0608	SALARY	\$33.40 - \$42.86 Hourly
BARGAINING UNIT	Management	ESTABLISHED DATE	September 01, 2007
REVISION DATE	December 01, 2014		

DEFINITION

Under direction, performs complex fiscal, budgetary, and administrative analyses in support of activities and functions of a specified department; plans, coordinates and evaluates special projects; supervises the work of assigned staff; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This management class provides varied and complex fiscal and administrative support to a major County department. Duties vary depending on the department but responsibilities will include fiscal management, budget development, legislation analysis and implementation, grant and contract administration, and personnel activities. Incumbents have considerable latitude in decision-making and development and implementation of administrative policies and when representing the County in meetings with other agencies and community groups.

EXAMPLE OF DUTIES

- Directs and participates in the development and administration of department and/or division level budgets; directs and participates in the development of division level budgets; prepares budget appropriation transfers and supplemental budgets.
- Participates in the development and implementation of goals, objectives, policies, procedures and work standards for the department; provides technical assistance to managers regarding fiscal, administrative, personnel, information systems and related issues.
- Develops, directs and participates in a wide variety of fiscal and administrative studies; establishes and implements appropriate reporting systems; determines methods and criteria for program evaluation.
- Prepares and reviews complex and specialized budgetary, fiscal and other reports.
- Plans, develops, coordinates, and implements a variety of projects and programs; gathers and analyzes information from community groups and other agencies.
- Resolves or makes recommendations regarding a variety of problem situations; collects and analyzes information, evaluates alternative courses of action and makes recommendations regarding such areas as accounting systems, fiscal reporting, organizational structure, staffing, facilities, and equipment.
- Prepares requests for grant funds, monitors compliance with funding requirements, prepares periodic reports.
- May research and resolve computer system problems; evaluate system modifications and software and implements changes.

- Participates in the selection and supervision of staff and provides for their training and development.
- Evaluates employee performance, counsels employees, and effectively recommends disciplinary action and other personnel decisions.
- Analyzes new and proposed legislation, determines potential impacts on the department and recommends procedures for implementation.
- Oversees the maintenance of appropriate records.
- May direct and participate in conducting rate reviews and adjustments for labor, equipment and overhead; may oversee the review and adjustment of operating and fee schedules.
- Confers with representatives of other governmental agencies, community groups, boards and commissions, vendors, the public and others; may make presentations to County departments or to community groups.

QUALIFICATIONS

Knowledge of:

- Principles and practices of budget development and administration.
- Principles, practices, and terminology of governmental and fund accounting.
- Principles, practices and methods of administrative and organizational analysis.
- Public administration principles and practices. Principles of business data processing, particularly as related to fiscal management and statistical analysis.
- Business letter writing, report preparation and the development of grant applications.
- Basic record keeping principles and practices.
- Applicable laws, regulations, and ordinances.
- Principles and practices of employee supervision, including work planning, evaluation and training.

Skill in:

- Analyzing complex budgetary, fiscal, administrative, and organizational problems, evaluating alternatives and reaching sound conclusions.
- Collecting, evaluating and interpreting varied information and data.
- Developing, organizing, coordinating and implementing varied projects.
- Interpreting and applying laws, regulations, policies and procedures.
- Selecting, supervising and evaluating staff and providing for their training and professional development.
- Analyzing and resolving moderately complex problems with automated information systems.
- Preparing clear, concise and complete reports and other written materials and maintaining accurate records and files.
- Coordinating multiple projects and meeting critical deadlines.
- Exercising sound independent judgment within established guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Other Requirements:

Specified positions may require possession of a valid California driver's license.

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is: Three years of responsible fiscal or administrative experience in the public sector, at least one year of which included supervisory responsibilities,

and the equivalent to graduation from a four-year college or university with major coursework in accounting, business, public administration, or a closely related field.

WORKING CONDITIONS

ADDITIONAL INFORMATION

HOW TO APPLY

A complete, original application must be filed for each position you are interested in applying for. Applicants must apply online through the County's automated application system at <https://www.governmentjobs.com/careers/humboldtcountyca>.

Applications must be submitted no later than the final filing date and time listed on the job flyer.

It is important that your application shows all the relevant education and experience you possess. Human Resources staff does not consider or review resumes or attachments. Incomplete applications will be rejected.

Please read the job requirements section of the announcement. Be sure you meet these requirements since they will be carefully evaluated during the selection process.

Your performance in any employment examinations will be compared with the performance of others who take the tests. The examination results will be emailed to you as quickly as possible.

SELECTION PROCEDURE

The County utilizes a set of rules to ensure that our hiring processes are fair and equitable. **Applications will be screened and those considered qualified will be invited to appear for an oral and/or written examination. Meeting the requirements does not guarantee inclusion into the selection process. Depending upon the number of applications received, the selection process may consist of additional application screening, written and/or practical exam(s), oral interview, or any combination thereof.**

FREQUENTLY ASKED QUESTIONS

How long does it take to fill out the application?

- You should allow 30 – 45 minutes to fill out your application.

Can I change my application after submitting it?

- No. Once an application has been submitted, it is final. Applicants may submit a new application with updated information during the filing period if they wish. Only the most recent application submitted will be considered. All other applications will not be considered.

How long until I hear back from you and how can I check for updates on my application?

- You may receive communications regarding your application at different stages of the selection process. Important updates will be sent to the email address listed in your governmentjobs.com account at the time of notification. To ensure you don't miss any critical information, we recommend keeping your email address current and regularly checking both your inbox and junk mail folders throughout the process. You can also log into your governmentjobs.com account at any time to check your application status. If you have any questions about your application's progress, please contact the County of Humboldt Human Resources Personnel Division at 707-476-2349 or personnel@co.humboldt.ca.us.

Will I be informed if I am not selected for an interview / Oral Exam?

- Yes, you will be informed via email if you are not selected for an interview / Oral Exam.

OUR COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Research indicates that individuals in protected classes can be less likely to submit a job application. The County of Humboldt is dedicated to building a diverse, inclusive, and authentic workplace where our employees are free to bring their full selves to work each day in an environment that allows them to reach their full potential. The County Board of Supervisors has made organizational commitments to Diversity, Equity, and Inclusion (DEI) and the County is working to ensure that these commitments are reflected in all we do. The County recognizes that certain populations (BIPOC, Disabled Persons, Veterans, LGBTQIA+ community members, etc.) face systemic and structural challenges which may inhibit their ability to satisfy every requirement of the position. In recognition of these structural and systemic factors, the Human Resources Department understands that experience can be gained in many ways – oftentimes, outside of formal institutions – and strives to take a holistic approach in assessing an applicant's qualifications for a position.

If you're excited about this role but your past work experience doesn't align perfectly with every qualification in the job description, we strongly encourage you to apply.

REASONABLE ACCOMMODATIONS

The County of Humboldt is committed to providing equal access and opportunities in its programs, activities, and employment, and does not discriminate on the basis of mental or physical disabilities. The Human Resources Department is located in the Humboldt County Courthouse, which has an accessible entrance on 4th Street. Accessible parking is available adjacent to the 4th Street entrance and on the 4th Street side of the K Street lot. Special testing arrangements may be made to accommodate disabilities or religious convictions. If invited to an examination and you are in need of a reasonable accommodation, please contact Human Resources immediately at (707) 476-2349 so arrangements can be made.

EQUAL OPPORTUNITY EMPLOYER

The county is an equal opportunity employer. We enthusiastically accept our responsibility to make employment decisions without regard to race, religion or religious creed, color, age, sex, sexual orientation, national origin, ancestry, marital status, medical condition, mental or physical disability, military service, or any other classification protected by federal, state, or local laws or ordinances.

MEDICAL EXAMINATION

A pre-employment medical examination provided by the County may be required upon offer of employment.

OTHER EXAMINATIONS

Some positions also require psychological evaluation and/or extensive background investigation.

LICENSES

Some classifications require possession of valid professional and/or technical licenses. Some classifications may require the possession of a valid California driver's license.

PROBATIONARY PERIOD

Persons appointed to regular County positions serve a probationary period. This is normally six (6) months but could be up to one (1) year. All designated safety employees serve a one-year probationary period.

EMPLOYMENT ELIGIBILITY

It is the County's intention to hire only those workers who are authorized to work in the United States, pursuant to the Immigration Act of 1990. If you are offered employment, you will be required to verify your eligibility to work in the United States. For law enforcement positions you will be required to verify your U.S. citizenship or legalized status.

DISASTER SERVICE WORKERS

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

THE PROVISIONS OF THIS BULLETIN DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT. THE COUNTY OF HUMBOLDT RESERVES THE RIGHT TO MAKE NECESSARY MODIFICATIONS TO THE EXAMINATION PLAN IN ACCORDANCE WITH THE HUMBOLDT COUNTY MERIT SYSTEM RULES.