



County of Humboldt
Human Resources/Risk Management
825 5th Street, Room 100
Eureka, CA 95501

Date: January 11, 2019

To: William Honsal, Sheriff

From: Human Resources Department

Subject: Classification Review Request - Deallocating the Fiscal Assistant I/II position and allocation of a Senior Fiscal Assistant position in budget unit 221

Based on the information provided in your request and Human Resources discussion with the Sheriff's Department, Human Resources recommends the proposed allocation of a Senior Fiscal Assistant position would appropriately meet the needs outlined in the Classification Review Request dated December 31, 2018. You will need to prepare a report to the Board of Supervisors with the following specific recommendation:

- "That the Board of Supervisors approve the allocation of one full-time (1.0 FTE) Senior Fiscal Assistant position (salary range 349, class 0124) in budget unit 221 effective (either immediately, beginning of the bi-weekly pay period following approval or specific date). *(4/5 vote required)*
- "Approve the deallocation of the Fiscal Assistant I/II position (salary range 299/325, class 0177 in budget unit 221. *(4/5 vote required)*

If you have any questions, please feel free to contact Human Resources at 707/476-2349.

Attachment: Classification Review Request from the Sheriff's Department – dated December 31, 2018
Job specification for Fiscal Assistant I/II
Job specification for Senior Fiscal Assistant

cc: Regina Fuller, Deputy Director Sheriff's Administration
Katie Collender, Administrative Services Officer

CLASSIFICATION REVIEW REQUEST

This form is intended for use in routine audits such as requests for additional allocated positions to existing job classifications. Please send the completed form and an organizational chart showing new positions to Human Resources prior to the effective date of the new allocation.

NOTE: This form should not be used for audits of existing positions or new job classifications.

Department: Sheriff's Department Date: December 31, 2018

Division/Unit/Location of new position: Business Office

Name of contact person: Regina Fuller

Position status (check one) Regular Grant Other

If position is in a new grant or program, explain the general purpose or function of the program:

Anticipated Start date: _____ Duration of grant: _____

FTE of new position: 1.0 (existing position) Budget unit: 221

Name and title of person supervising this position:
Katie Collender, Administrative Services Officer

Name and title of anyone currently in your department performing the same or similar duties:
Andrea Wrisley, Sr. Fiscal Assistant

Please list the primary duties of this position:


25% of time spent on processing payroll
25% of time spent on personnel paperwork and new recruit orientation
25% of time spent on accounts payable processing

15% of time spent on purchase requests and processing
10% of time spent on accounts receivable, deposits, and billing

Add any additional information, which might be useful for this review: This request is to reclass the Fiscal Assistant position filled by Xiong Cheng to a Sr. Fiscal Assistant position. Xiong Cheng is doing the same work as the current Sr. Fiscal Assistant, Andrea Wrisley.

Historically the Sheriff's business office duties were separated so only one person was able to handle

personnel paperwork and new recruit orientation. The office was recently reorganized so that two people handle all the functions listed above under primary duties. The reclassification is requested due to this reorganization of primary duties.

Department head signature  Date: 1/3/2019

FISCAL ASSISTANT I/II

DEFINITION

Under general supervision, in either a centralized fiscal or departmental setting, provides a variety of routine to difficult fiscal, financial, payroll, statistical and accounting office support to various County offices; may perform general office support duties, including typing, word processing and filing; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Fiscal Assistant I is the entry level class of this fiscal office support series. Initially under close supervision, incumbents learn fiscal office and County procedures. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with Fiscal Assistant II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency which meet the qualifications of the higher level class.

Fiscal Assistant II is the journey level class of this series, fully competent to perform a variety of responsible fiscal, accounting and financial recordkeeping support duties. All positions are characterized by the presence of fairly clear guidelines from which to make decisions and the availability of supervision in non-routine circumstances. This class is distinguished from Senior Fiscal Assistant in that the latter either assigns, directs and reviews the work of a small fiscal support staff or performs the most difficult, technical, complex or specialized fiscal support duties.

EXAMPLES OF DUTIES (Illustrative Only)

- Matches invoices, receiving reports and other requests for payment with purchase order or contract documents; ensures proper authorization and compliance with County policies and procedures.
- Inputs information to a computer system or manually prepares forms to produce payments; reconciles and prepares payment requests for non-purchase order expenditures such as utility and contract payments.
- Provides information to vendors regarding invoices and purchase orders.
- Processes bails, fines, fees, charges, taxes and other monies due to the County; receives payments and balances monies on a regular basis.

Fiscal Assistant I/II

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- Assists with the production of various periodic billings, receives checks by mail and processes and balances accordingly; audits accounts receivable; answers factual questions regarding County policies and ordinances.
- Processes returned checks, conveys to proper person to effect collection and makes appropriate entries to files and/or ledgers.
- Maintains accounting and financial and statistical records and prepares periodic or special reports.
- Posts information to ledgers, journals and reports; totals and balances figures, proofs data and makes corrections as required.
- Prepares, reviews and processes time reports; calculates complex differential, premium and shift pay rates; processes personnel action, employee benefits and changes; provides benefits and payroll information to employees.
- Processes centralized or departmental payroll records and documentation; may assist in processing payments to various insurance carriers, deferred compensation and other employee deductions.
- Reviews and audits changes to County tax roll, calculates payments due on bonds and special assessments.
- Enters and retrieves data from an on-line or personal computer system; may use such technology to produce standard reports; operates standard office equipment.
- May assist with departmental payroll recordkeeping, cost accounting, budget preparation by posting information, typing materials or totaling figures.
- Performs a variety of general office support duties such as typing, proofreading, filing, answering the telephone and preparing periodic and special reports.

QUALIFICATIONS

NOTE: The level and scope of the knowledge and skills listed below are related to job duties as defined under Distinguishing Characteristics.

Knowledge of:

Policies and procedures related to the department or functional area to which assigned.

Fiscal document processing and record keeping and bookkeeping practices and procedures.

Basic auditing principles and practices.
Basic business data processing principles and the use of personal or on-line computers.
Office practices and procedures, including filing and the operation of standard office equipment.
Business arithmetic, including decimals and percentages.
Correct English usage and the basic format for typed materials.

Skill in:

Preparing, maintaining and reconciling various fiscal, accounting, payroll, personnel, statistical and numerical records.
Performing detailed fiscal office support work accurately.
Operating standard office equipment including a calculator and computer terminal.
Prioritizing work, coordinating several activities and meeting critical deadlines.
Using initiative and sound independent judgment within established guidelines.
Establishing and maintaining effective working relationships with those contacted in the course of the work.
Understanding and carrying out oral and written directions.
Typing with sufficient skill to complete forms and enter information into a computer system.

Other Requirements:

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

Desirable Education and Experience:

A typical way to obtain the knowledge and skills outlined above is:

Fiscal Assistant I: One year of office support experience or equivalent education above the high school level to demonstrate possession of basic fiscal knowledge and skills.

Fiscal Assistant II: In addition to the above, one year of fiscal, bookkeeping, accounting or financial clerical or office assistant experience at a level equivalent to the County's class of Fiscal Assistant I.

SENIOR FISCAL ASSISTANT

DEFINITION

Under general supervision, assigns, directs and reviews the work of a small fiscal and/or general office staff; provides difficult or specialized fiscal, financial, statistical and accounting office support to various County offices; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is either the working lead level in the fiscal support series, with responsibility for providing direction to a group of fiscal and/or general office assistants performing responsible fiscal support work, or the specialist level which performs difficult, technical, complex and specialized fiscal support duties, but does not have ongoing lead responsibilities. This is not considered a supervisory class in that the selection, evaluation and discipline of employees is not normally assigned to this level and the number of employees for which direction is provided is limited. This class is distinguished from Fiscal Services Supervisor in that the latter is the first full supervisory level in this series.

EXAMPLES OF DUTIES (Illustrative Only)

- Provides lead direction, training and work review to a small fiscal and/or general office support staff; organizes and assigns work, sets priorities and follows up to ensure coordination and completion of assigned work.
- Provides input into selection decisions, performance evaluations and disciplinary matters.
- Performs difficult or complex accounting or financial office support work and assists with special projects as assigned.
- Reviews and reconciles varied reports, journals, budget, payroll or related fiscal or statistical data.
- Reviews or prepares complex time reports; calculates complex differential, premium and shift pay rates; reviews or prepares personnel transactions, benefits processing and related reports; provides benefits and payroll information to employees.
- Audits and verifies various information, including source data as well as manual and computer-produced reports.

- Reviews and audits changes to County tax rolls; updates and balances County tax rolls; calculates payments due on bonds and special assessments.
- Maintains varied subsidiary ledgers, auditing and reconciling reports and information and posting data as required; may generate general ledger entries.
- Researches and assembles information from a variety of sources for the completion of forms or the preparation of reports.
- Provides information to the public or to County staff that requires the use of judgment and the interpretation of policies, rules or procedures.
- Performs a variety of general office support work such as organizing and maintaining various files, typing correspondence, reports, forms, and specialized documents, and proofreading and checking materials for accuracy, completeness and compliance with departmental policies and regulations.
- Enters and retrieves data from an on-line or personal computer system and uses such technology to produce reports; operates standard office equipment.

QUALIFICATIONS

Knowledge of:

Basic supervisory principles and practices.

Office administrative practices and procedures, including filing and the operation of standard office equipment.

Fiscal document processing and record keeping, bookkeeping and basic governmental accounting principles and practices.

Basic auditing principles and practices.

Basic business data processing principles and the use of personal or on-line computer equipment.

Business arithmetic.

Policies and procedures related to the department or functional area to which assigned.

Correct English usage and the standard format for typed materials.

Skill in:

Planning, assigning, directing and reviewing the work of others.

Training others in work procedures.

Analyzing and resolving varied fiscal office administrative problems.

Preparing, maintaining and reconciling various fiscal, accounting, payroll, personnel, statistical and numerical records.

Performing detailed fiscal office support work accurately.

Organizing, prioritizing and coordinating work activities.

Operating standard office equipment including a calculator and computer terminal.

Making accurate arithmetic calculations.

Using initiative and sound independent judgment within established guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Typing with sufficient skill to complete forms and enter information into a computer system.

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:

One year of fiscal support experience at a level equivalent to the County's class of Fiscal Assistant II.