

CLASS TITLE: CHIEF BUSINESS MANAGEMENT OFFICER

Class Code: 02594500

Pay Grade: 34A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within a large state department, to be responsible for the planning, preparation, presentation and execution of the departmental budget; to provide the department with business management services; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a supervisor with wide latitude for the exercise of independent judgement and initiative; work is reviewed for results attained and conformance to established policies and provisions of laws, rules and regulations.

SUPERVISION EXERCISED: Plans, organizes, coordinates, and reviews the work of a staff of professional and clerical workers.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within a large state department, to be responsible for the planning, preparation, presentation and execution of the departmental budget; and to provide the department with business management services.

To conduct departmental budget hearings to determine departmental estimates of anticipated expenditures and revenues and to plan, prepare, and present the departmental budget.

To be responsible for maintaining the accounts of departmental funds and providing administrative and technical control in the execution of the budget to insure compliance with fiscal plans or programs, preparing allotment changes as required.

To maintain a quarterly allotment system for departmental units and institutions after reviewing, analyzing and approving quarterly allotments.

To be responsible for approving requisitions and other encumbrances for the department.

As required, to maintain cost accounting systems for patients in state hospitals and institutions and to direct to investigation and collection system for these institutions, involving patients, relatives and third parties.

To collect, record and control all departmental receipts and deposit same with the General Treasurer.

As required, to maintain office services such as files, copying services, mailing and messenger services, and phone services for the department.

To be responsible for the maintenance of personnel records and the preparation and approval of payrolls.

To plan and schedule surveys and studies of a financial and accounting nature, and to prescribe and install financial, accounting and data collection systems within the department.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices and techniques of business management and accounting; a working knowledge of the principles and practices of government practices and finances; the ability to prepare, analyze and present departmental budgets and estimates of anticipated expenditures and receipts; the ability to plan, organize, coordinate and supervise the work of a staff of professional and clerical workers engaged in accounting, investigatory, and office management work; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Bachelor's Degree from a college of Recognized standing with a specialization in Business Management or Accounting; and

Experience: Such as may have been gained through: considerable employment in a responsible capacity in the field of business management involving the supervision of a staff engaged in accounting or business management services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: September 2, 1973

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