

CLASS TITLE: PUBLIC ASSISTANCE BUSINESS MANAGER

Class Code: 02598200

Pay Grade: 33A

EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the supervision of the accounting control and field audit services for the Assistance Payments and the Family and Children's Services functions of the Department of Social and Rehabilitative Services; to provide various other business management functions, such as purchasing, storekeeping, personnel, and budget preparation; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with considerable latitude for the exercise of independent judgement; work is subject to the functional supervision of the State Controller in matters pertaining to accounting controls.

SUPERVISION EXERCISED: Plans, assigns, directs and reviews the work of a professional staff and clerical assistants; reviews work in process and upon completion for conformance to law and regulation.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the supervision of the accounting control and field audit services for the Assistance Payments and Family and Children's Services functions of the Department of Social and Rehabilitative Services; and to provide various other business management functions.

To consult with superiors to ascertain fiscal needs for the purpose of preparing the appropriate portions of the departmental budget.

To be aware of federal regulations and guidelines pertaining to federal monies to be used in providing assistance payments, and to prepare quarterly reports of actual expenditures and projected estimates in this category.

To be responsible for various procurement activities, such as requisitioning needed supplies, materials, and services and maintaining an inventory control system for such supplies and materials.

To plan, organize, coordinate and supervise the work of accounting and clerical personnel engaged in such activities as: processing records relating to authorized payments to recipients of Old Age Assistance, Aid to the Blind, Aid to Dependent Children, Aid to the Disabled, or other types of assistance, and posting changes in such payment authorizations; maintaining fiscal control of such payments by city and town for each of the above categories; preparing change schedules for the master payroll for each category; maintaining a master control file of current and former assistance payments recipients; preparing and maintaining records relating to personnel, supplies, and equipment; preparing statistical and financial reports and quarterly estimates of expenditures; and maintaining accounting controls over expenditures.

To plan, organize, coordinate and supervise the work of field personnel engaged in such activities as: auditing, in the field, expenditures for cash relief, food relief, medical, dental, and other approved types of expenditures in order to insure that they have been authorized by the proper authority and that they are in compliance with approved standards and regulations; certifying, as reimbursable, those expenditures made in compliance with such standards and regulations; and auditing, in the local social service offices; budgetary allowances for assistance recipients in order to insure that they are in compliance with current standards and regulations.

To be responsible for the control and accounting of an Imprest Fund and for authorizing disbursements made therefrom for temporary payments to assistance recipients prior to their accession to the proper assistance payments rolls.

To be responsible for directing the general accounting control of the collection of overpayments from assistance payments recipients.

To participate in staff meetings with superiors and subordinates in the development and clarification of policy and procedure.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of business management and accounting; a thorough knowledge of the federal and state laws pertaining to Old Age Assistance, Aid to the Blind, Aid to Dependent Children, Aid to the Disabled and for other assistance categories; the ability to estimate anticipated expenditures for use in the preparation of a budget; the ability to establish control and procedures necessary for field auditing, certifying, and accounting for various expenditures; the ability to plan, organize, coordinate, and supervise the work of a staff engaged in various accounting, auditing, and business management services in connection with the state's social services programs; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in advanced Accounting or Business Administration; and

Experience: Such as may have been gained through: employment in a supervisory position in the field of office management which has involved the establishment and supervision of accounting controls of expenditures.

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

Class Revised: June 8, 1975

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