

LINN COUNTY CLASSIFICATION

TITLE: HEALTH SERVICES FINANCE & HUMAN RESOURCES MANAGER
NUMBER: 046 **APPROVAL ORDER NUMBER 2021-144**
PAY RANGE: 26 **DATE: JUNE 15, 2021**
CATEGORY: MANAGEMENT/EXEMPT

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Manages fiscal services and human resources for the Health Services Department, responsible for department budgeting, budget analysis, accounting processes, business support functions, contracting and related fiscal reporting, cost center accounting and reporting to County, State and Federal funding sources.

SUPERVISION RECEIVED: Works under the general direction of the Health Services Administrator who outlines administrative policies and objectives and reviews and evaluates work for effectiveness.

SUPERVISION EXERCISED: Exercises supervision over Department Health Administration support staff and department billing staff and contract management staff. Provides input to department leadership regarding personnel performance and policies; participates in the selection of new personnel, provides for training, responds to grievances, consults and makes recommendations on personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Develop an annual operating budget for the department. This includes assisting in assessing equipment, materials and service needs, translates program requests in unified budget proposal, incorporates grant request into budget proposal, assists Administrator with budget presentation and justifications, projecting revenues and expenditures.
2. Works as a member of the Department Management Team to resolve a wide-variety of issues. Provides resources and support to Program Managers as applicable in the development and implementation of Departmental Goals and Objectives including budget development, analysis and trending data/reports. Assumes lead on special projects as assigned by the Administrator. Promotes excellence in customer service; is adept at achieving positive morale and a high degree of teamwork. Demonstrates sensitivity to cultural and economic diversity with both staff and clients.
3. Provides consultation and support to the Administrator on personnel matters, employee benefit related matters and compensation. May assume lead responsibility in personnel or other operational areas. Maintains personnel files and prepares personnel action forms. Consults with Program Managers and supervisors to finalize work plans and ensure timely evaluation reporting for all staff. Administers family medical leave and Oregon family leave. Works with County Attorney and County liability insurer with regard to personnel issues related to leave and ADA accommodations. Monitors data related to leave and ensures proper application of State and Federal laws.

4. Provides direct fiscal oversight to all programs of the department. This includes lead budgetary and budget trending/analysis and reporting personnel, financial records and procurement. Implements and monitors budget during the fiscal year and recommends budget adjustments when necessary. Provides consultation to Health Services Administrator on fiscal management and planning. Manages unified billing activities across the department.
5. Develops and assists others in maintaining department financial systems for cost accounting, time sheets, charge codes, fee schedules, accounts payable and receivable, program budgets, grant revenue and capital budget. Assures full compliance with Federal regulations, State reporting requirements and generally accepted public accounting principles. Analyzes and designs systems and workflows for efficiency, accuracy and security of data management.
6. Manages department contract processes ensuring contracts are fully executed and deliverables are managed for timely reporting. Oversees sound document, contract and grant management activities within County, State and Federal regulations, guidelines and protocols. Provides administrative oversight to direct contract staff related to development, implementation and maintenance of systems to measure contract performance.
7. Assumes lead risk management role to identify, assess and prioritize risk for the department. Propose and implement risk management strategies to minimize, monitor and control the probability and/or impact of unplanned events. Utilize knowledge and skills to minimize risks related to employment law, compliance and financial risk. Work closely with insurer to minimize risk related to employment termination and/or disciplinary actions.
8. Consults and supports Program Managers and supervisors on activities related to financial impact, process improvement and workflow improvement. Organizes and supervises all department expenditures and purchases. Institutes consolidated purchasing processes where beneficial. Assures compliance with County and State group purchase contracts. Manages procurement cards and processes timely reporting of procurement card expenditures across the department.
9. Develops, reviews and ensures the application of policies and procedures for efficient business operations. Maintains compliance with all State and Federal requirements. Maintains department operating manuals in accordance with department and County policy. Maintains consistent development and implementation of policies and procedures and ensures appropriate monitoring is provided for compliance with executed policies across the department.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification covers the most significant essential functions performed by an employee in this position but it does not include other occasional work which may be similar to, related to or a logical assignment of this position. Any one position in this classification may be assigned some or all of the duties listed under essential functions or that arise as other functions. The balance of the various duties, responsibilities and/or assignments of this position may change from time to time based upon management's decisions on how to best allocate resources. Any shift, emphasis or rebalancing does not constitute a change in the essential functions of the job classification.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Strong knowledge of the accounting aspects of position and general understanding of governmental accounting and financial reporting and budgeting practices. Considerable knowledge of management practices and personnel management. Knowledge of cultural and social diversity issues and an understanding of leadership and problem solving principles.

Proficient with computer software such as Excel, MS Word, PowerPoint, Outlook, fiscal project and contract management applications. Excellent critical thinking and communication (written, verbal and listening) skills.

Ability to perform complex assignments without supervision; evaluate information and prepare clear and concise reports; ability to supervise effectively; ability to exercise judgment and initiative in resolving administrative and fiscal issues; ability to graphically represent work processes and analyze operational efficiencies and data trends to support department strategic planning; ability to facilitate group meetings and promote positive morale and teambuilding.

EXPERIENCE, EDUCATION AND TRAINING: Master's degree in Finance, Accounting or Business required or any equivalent combination of experience, education and training which demonstrates the ability to perform the work described. Minimum of five years of progressively responsible and relevant professional, supervisory and functional leadership experience required.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.