

County of Santa Cruz

INVITES YOU TO APPLY FOR:



DEPARTMENT FISCAL OFFICER

Supplemental Questionnaire Required

Open and Promotional
Job # 24-UD6-01

Salary: \$9,081 – 12,135 / Month

Closing Date: Friday, May 10, 2024

County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under direction, plans, organizes, evaluates, supervises, and coordinates accounting and fiscal activities; coordinates budget preparation, control, management, and analysis; prepares complex financial reports and proposals; establishes and maintains fiscal procedures; and does other work as required. **The list established will be used to fill the current vacancy in the Parks Department. It may also be used to fill other vacancies during the life of the eligible list including positions in the Probation and General Services Departments which are pending Board approval.**

THE REQUIREMENTS: Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Three years of increasingly responsible accounting and budget control experience which includes one year as a fiscal supervisor or manager.

Knowledge: Thorough knowledge of accounting practices, principles, and procedures; budgeting and financial operations; cost accounting practices and procedures. Working knowledge of principles and practices of supervision; application of data processing to accounting operations; and auditing principles, practices and procedures.

Ability to: Learn governmental budgeting and financial operations; plan, organize and manage varied accounting and fiscal programs; supervise, train and evaluate the work of subordinate staff; prepare clear, concise and complex technical accounting, statistical and budgetary reports; interpret and apply legal and



administrative concepts to fiscal functions; develop or revise accounting systems to meet changing needs; establish and maintain effective working relationship with departmental staff and others contacted in the course of work; evaluate fiscal policies and practices, define problems, and develop solutions; plan, coordinate and initiate action necessary to implement recommendations, new procedures and new methods; learn to operate a computer terminal to input, and access and analyze data.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, people of color and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

DEPARTMENT FISCAL OFFICER – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your experience as a fiscal manager or supervisor. State the size of your budget or number of accounts and include a description of the composition of your staff, their job titles and the range and diversity of financial responsibilities they handled.
2. Describe your experience using government cost accounting practices, procedures, and systems or any similar cost accounting systems. Include your experience with complex and/or large budgets.
3. Describe your experience either applying for or managing grants from multiple funding sources.

EMPLOYEE BENEFITS:

VACATION – 16 days 1st year, increasing to 31 days per year after 15 years of service. Available after 1 year of service.

ADMINISTRATIVE LEAVE – One week advanced upon appointment; two weeks accrued each year; can be taken in cash or time off.

HOLIDAYS – 14 paid holidays per year.

SICK LEAVE – Six days per year.

BEREAVEMENT LEAVE – 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN – The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN – County pays for employee and eligible dependent coverage.

VISION PLAN – The County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT AND SOCIAL SECURITY – Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees’ Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE – County paid \$50,000 term policy. Employee may purchase additional life insurance.

LONG TERM DISABILITY PLAN – Plan pays 66 2/3% of the first \$13,500, up to \$9,000 per month maximum.

DEPENDENT-CARE PLAN – Employees who pay for qualifying child or dependent care expenses may elect this pre-tax program.

H-CARE PLAN – Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) – Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION – A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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