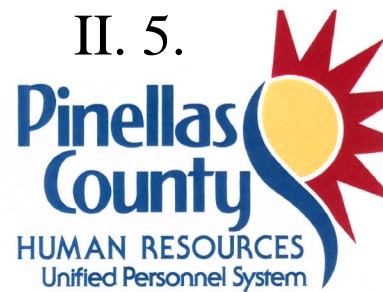



UNIFIED PERSONNEL SYSTEM

Annex Building 4th Floor
400 S. Fort Harrison Ave.
Clearwater, Florida 33756
Phone: (727) 464-3367
FAX: (727) 464-3949
www.co.pinellas.fl.us/persnl
Website: www.pinellascounty.org



Peggy Rowe
Director

TO: Robert S. LaSala, County Administrator

FROM: Peggy Rowe, Director of Human Resources 

DISTRIBUTION: David Scott, Executive Director, Environment & Infrastructure
Steve Carroll, Division Director 1, DEI

SUBJECT: Audit of Priority Encumbered Positions within the Finance Division of the Department of Environment & Infrastructure (DEI)

DATE: **September 24, 2012**

The Human Resources Department has conducted the review of priority positions within the Finance Division of the Department of Environment & Infrastructure (DEI). This review consists of seventeen (17) positions and ten (10) classifications. The following recommendations are submitted:

- 1 Position Reclassified From Classified Service to Exempt Service
- 15 Positions to Receive Upward Reclassifications
- 1 Position to Remain the Same
- 17 TOTAL

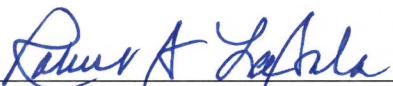
I. RECLASSIFIED FROM CLASSIFIED SERVICE TO EXEMPT SERVICE

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C1241	Accounting Svc Coord	CL17	Dept Admin Mgr	SM6

ANALYSIS

This position reports to the Section Manager supervising DEI financial reporting. The nature and scope of this position changed when DEI consolidated and reorganized. This position performs professional and supervisory level duties reporting directly to the Finance Division's Section Manager responsible for financial reporting. Advanced duties were performed by a senior department manager no longer employed. This position prepares DEI operating budget analysis, and supervises the annual DEI operating budget that includes reserves. Other principal position duties include supervising 3 staff

I agree with the recommendations in this report. Funds are available for implementation.


Robert S. LaSala, County Administrator

9-26-12

Date

I. RECLASSIFIED FROM CLASSIFIED SERVICE TO EXEMPT SERVICE (continued)

ANALYSIS (continued)

that perform professional and technical budget, finance, and accounting support. This position interacts and teams with outside consultants, DEI managers/supervisors, and other officials to plan, project, identify, and track hundreds of millions of dollars. This position supervises a broad range of financial analysis and accounting activities including general ledger maintenance, work measurement costing, fixed assets reports, productivity reports, and day-to-day DEI tracking of operations costs in current and future budgets. This position is responsible for regular and special budget and operating budget reports as well as highly complex special studies. This position prepares the DEI operating budget, budget amendments, and budget fluctuation analysis coordinating future planning and actual spending. Therefore, it is recommended that this position be reclassified to Department Administrative Manager within the Exempt Pay Plan at Pay Grade SM6 (\$64,055-\$96,083).

II. UPWARD RECLASSIFICATIONS

It is our finding that the duties and responsibilities being assigned to the following positions are not at the level of the current classifications. Therefore, it is recommended that you either:

a) Assign duties and responsibilities to the level of the current classifications,

or

b) Request the Personnel Board to reclassify the following positions as shown below without benefit of examination, and serve a probationary period as outlined in Personnel Rule IX.

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>	<u>RECOMMENDED CLASSIFICATION</u>	<u>PG</u>
BCC/C1383	Sr Office Spec	CL8	Accounting Support Spec	CL11
BCC/C1390	Sr Office Spec	CL8	Accounting Support Spec	CL11
BCC/C2105	Sr Office Spec	CL8	Accounting Support Spec	CL11
BCC/C2506	Sr Office Spec	CL8	Accounting Support Spec	CL11
BCC/C2917	Sr Office Spec	CL8	Accounting Support Spec	CL11
BCC/C 2279	Admin Supt Spec	CL11	Administrative Sec	CL12
BCC/C1777	Accounting Supt Spec	CL11	Accountant 1	CL13
BCC/C1092	Accountant 1	CL13	Accountant 2	CL15
BCC/C2458	Accountant 1	CL13	Accountant 2	CL15
BCC/C3276	Cust Svc Analyst	CL13	Systems Support Analyst	CL17
BCC/C1263	Customer Services Supv	CL16	Revenue Mgmt Supv 1, DEI	CL18
BCC/C1225	Customer Services Supv	CL16	Revenue Mgmt Supv 1, DEI	CL18
BCC/C2918	Accounting Svcs Coord	CL17	Revenue Mgmt Supv 1, DEI	CL18
BCC/C2925	Customer Services Mgr	CL19	Revenue Mgmt Supv 2, DEI	CL20
BCC/C2283	Accountant, Senior	CL19	Finance & Accounting Analyst	CL20

ANALYSIS

1. Senior Office Specialist Positions BCC/C1383, 1390, 2105, 2506, & 2917:

This is specialized accounting work in the Revenue Management Unit of the Finance Division. These positions are responsible for foreclosures, payment guarantee requests, title disclosure requests, and statutory write-offs with unclaimed customer refunds. The positions analyze customer's accounts to create credits, debits, fee adjustments, reconciliation of account receivables and revenue deposits in

II. UPWARD RECLASSIFICATIONS (continued)

ANALYSIS (continued)

1. Senior Office Specialist Positions BCC/C1383, 1390, 2105, 2506, & 2917: (continued)
general ledger accounts, and accounting corrections on customer accounts. These positions also create new customer accounts and establish the correct payment rates for installation. Based on internal equity within the department and the county, it is therefore recommended that these positions receive an upward reclassification to Accounting Support Specialist, pay grade CL11 (\$32,697-\$50,169).
2. Administrative Support Specialist Position BCC/C2279:
The duties and responsibilities of this position are varied and highly independent administrative and secretarial work providing support to the Division Director. Duties and responsibilities of this position include screening and receiving telephone calls and providing information requiring a broad knowledge of the division. This position schedules meetings and staff functions on behalf of the Division Director and senior staff, keeps appointment calendars, and researches and assembles departmental information. This position provides accounting support to the division working closely with the budget by creating spreadsheets as well as analyzing and entering data into reports. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Administrative Secretary, pay grade CL12 (\$34,340-\$53,019).
3. Accounting Support Specialist Position BCC/C1777:
This position reports to the DEI operations payments unit supervisor. Prior to the reorganization, this position performed accounting support tasks in public works activities including payroll administration. A more complex scope of work with additional duties and responsibilities previously performed by an Accountant 1 position are now assigned to this position as a result of reorganization. This position processes DEI accounts payable invoices including accounting for fixed assets inventory. This position coordinates purchasing card workforce processes supporting managers, supervisors, and employees. This position performs fixed assets inventory coordination assignments previously performed by an Accountant 1. This position prepares administers accounting processes covering purchase orders for new equipment/tools/materials/supplies, and tracks DEI assets. In addition, this position prepares records, reports, and accounts for cash receipt payments received from other government agencies for services provided to municipalities and other entities. The accounting and administrative responsibilities assigned to this position are consistent with other positions that perform highly responsible accounting work to maintain, review, process, and audit of financial records and reports. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Accountant 1, pay grade CL13, (\$36,046-\$56,056).
4. Accountant 1 Positions BCC/C1092 & 2458:
These two positions report to the Department Administrative Manager supervising the CIP budget and payments unit. DEI consolidated many complex accounting processes and these positions now perform additional duties and responsibilities previously performed by an Accountant 2. CIP tasks have been merged from the previously separate utilities, public works, and transportation organizations. These positions make important decisions in their work on a large number of high profile projects and provide advanced accounting support to many DEI officials on complex financial capital improvement contracts, grants, and related activities. These positions apply advanced project administration and accounting skills, ensuring contract problems are avoided and deadlines and internal controls are met. These positions perform tasks that require independent technical judgment

II. UPWARD RECLASSIFICATIONS (continued)

ANALYSIS (continued)

4. Accountant 1 Positions BCC/C1092 & 2458: (continued)
and skills to troubleshoot with officials on a broad range of CIP projects, grants, and initiatives. The assignments of these positions are consistent with other positions that perform finance and accounting support for major high-profile programs and operations. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Accountant 2, pay grade CL15, (\$39,748-\$62,420).
5. Customer Services Analyst Position BCC/C3276:
This position consists of analytical and technical work performing water consumption data, analysis of data and return on investment calculations for issue requests, creation of data infosets, data queries, and variants in the Systems Applications & Products (SAP) program. This position is the subject matter expert for SAP, Oracle, and Maximo and responds to any questions or issues within the division. This position insures the accuracy of data that impacts revenue and budgets costs as well as insures more efficient use of the data. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Systems Support Analyst, pay grade CL17 (\$43,825-\$69,596).
6. Customer Services Supervisor Position BCC/C1263:
This position reports to the Section Manager 2, DEI in the Revenue Management Section with responsibility for the utilities payment processing unit. This position supervises approximately 7 administrative, technical, and support personnel. The unit supervised is responsible to administer utilities customer service level agreements, process payments, initiate new service, process office mail, secure credit card/lock box payments, and other responsibilities. This position may also supervise the section's other unit groups when a supervisor is off or unit coverage is required. Additional duties and responsibilities have been assigned to this position due to reorganization. Some of the new assignments include records management, unique computer processes, contracts for Bill2Pay/credit/lock box, armored car services, closing of move-in/force-out documents, and others. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Revenue Management Supervisor 1, DEI, pay grade CL18, (\$46,009-\$73,174).
7. Customer Services Supervisor Position BCC/C1225:
This position reports to the Section Manager 2, DEI in the Revenue Management Section with responsibility for unpaid bills and debt collection administration. This position supervises approximately 6 administrative, technical, and support personnel. This position may also supervise the section's other unit groups when a supervisor is off or unit coverage is required. This position supervises personnel performing bill corrections, account reversals, move outs account changes, theft service management, and meter change outs. This position is responsible for guarantees; title disclosure requests, statutory write offs by account, and applies other important account related tasks. Economic hardships in the housing industry have created the adoption of more specialized and effective policies and procedures because of substantial increases in the number and complexity of unpaid utility bills, foreclosures, and more complicated DEI automated accounting systems. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Revenue Management Supervisor 1, DEI, pay grade CL18, (\$46,009-\$73,174).

II. UPWARD RECLASSIFICATIONS (continued)

ANALYSIS (continued)

8. Accounting Services Coordinator Position BCC/C2918:

This position reports to the Section Manager 2, DEI in the Revenue Management Section with responsibility for billing and invoicing. This position supervises approximately 5 administrative, technical, and support personnel. This position may also supervise other revenue management unit personnel functions when requested. This position is responsible to implement an overarching complex automated billing system that covers separate and unique municipality customer billing policies and non-standardized billing practices covering over 120,000 accounts. This position ensures customer billing and invoicing, daily review of production from meter read counts to invoicing, online verification of print vendor statistics (invoice counts, late notices, message on invoice, postage costs, special customer envelope mailings), analyzing multi-user accounts to establish billing arrangements, and achieve revenue objectives. In addition, this position is assigned other important responsibilities affecting a constantly changing customer base often implementing changes to address online error reporting/corrections, grease trap permit billing, Maximo (work plan/cost tracking) support, Agile system entries, inter/intra department billing adjustments, online individual account invoicing, online reversal of invoices, direct input and reversal of debits/credits, automated computer connection objects, premises, installations, and applying modified or new rate categories. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Revenue Management Supervisor 1, DEI, pay grade CL18, (\$46,009-\$73,174).

9. Customer Services Manager Position BCC/C2925:

This position reports to the Section Manager 2, DEI in the Revenue Management Section with section leadership and section-wide responsibility for revenue analysis. The position previously supervised in the customer call center. This position now supervises approximately 6 administrative, technical, and support personnel. This position may also supervise the section's other unit groups when a supervisor is off or unit coverage is required. This position is responsible for overall revenue accounting and revenue related contracts. DEI duties and responsibilities have been consolidated under this position including cost sharing agreements, municipal signal maintenance agreements, roadway lighting costing arrangements, traffic signal costing arrangements as well as other DEI-wide cost analysis and reporting duties, project, and assignments. This position differs from lower level section supervisor positions because the position both supervises highly technical unit staff and takes a lead DEI role completing reports and financial analysis on revenues, fund reconciliations, studies, and projects. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Revenue Management Supervisor 2, DEI, pay grade CL20, (\$50,731-\$82,014).

10. Senior Accountant Position BCC/C2283:

This position reports to the DEI financial analysis and reporting unit's Fiscal Manager. Prior to the reorganization, this position performed finance and accounting tasks for an agency merged with DEI. This position provides professional finance and accounting support for major department elements within DEI and also on the overall DEI budget, accounting, and reporting functions. This position analyzes and prepares statistics on revenues, production, rate calculations/fee structures and supports senior managers and officials in making interpretations and recommending actions be taken by managers in completing determinations to establish or modify fees and charges or rates for various services. In addition, this position prepares budgets, financial forecasts and reports. Responsibilities

II. UPWARD RECLASSIFICATIONS (continued)

ANALYSIS (continued)

10. Senior Accountant Position BCC/C2283: (continued)

include providing professional and technical inputs to support financial, administrative, and analytical processes that include complex budgets, fiscal impacts, financial reporting, systems analysis, strategic planning, and debt management. Based on internal equity within the department and the county, it is therefore recommended that this position receive an upward reclassification to Finance & Accounting Analyst, pay grade CL20, (\$50,731-\$82,014).

III. POSITION TO REMAIN THE SAME

This is an Exempt Service position and is included in this report for informational purposes only.

<u>POSITION</u>	<u>PRESENT CLASSIFICATION</u>	<u>PG</u>
BCC/E352	Fiscal Manager	SM5b

ANALYSIS

This position reports to the Section Manager supervising and managing DEI financial and reporting functions. This position is assigned management, professional, and supervisory duties reporting to the Finance Division's Section Manager responsible for DEI financial reporting. This position supervises three professional accounting positions. In addition, this position is required to serve in a highly visible strong leadership role assisting senior management officials and group efforts impacting budget, CIP, and finance operations on major finance issues. This position requires an expert and leader to perform county-wide interagency finance and accounting roles advising and recommending courses of action to consultants, senior managers, public officials, and elected officials. This scope and emphasis of the position's fiscal assignments is system-wide to include all sources of agency revenue, budget activities, and expenditures. This position must master complicated cost allocations, debt management, bond issuance/refinance, enterprise funds, and other important finance/accounting issues. This position establishes objectives, strategies, and deadlines to support executives and managers actions to recommend and approve agency multi-year plans or budgets. Analysis indicates that the assignments for this position are allocated to the appropriate classification and no change is recommended.

DEPARTMENT ADMINISTRATIVE MANAGER

Job Code	Pay Grade
11340	SM6

Nature of Work

This is highly responsible administrative and supervisory work assisting a Departmental Director or senior management official in planning and directing complex departmental support services and operations. Responsibility entails managing technical, supervisory, and clerical/accounting personnel engaged in various support activities. An employee in this classification relieves the department head of designated administrative details by managing budget preparation and administration, financial management and projections, personnel administration, departmental service programs and conducting special studies. Work includes planning, directing and reviewing the work of personnel engaged in customer service, budget control, financial management, information system planning, and related administrative departmental operations. This position requires thorough working knowledge of departmental programs, procedures and policies and entails the exercise of extensive initiative and independent judgment. Work is performed under the general supervision of the director, but considerable independent judgment is exercised in carrying out the daily operations of the department. The position reports to a department director, senior manager or designee.

Minimum Qualification Requirements

- 7 years administrative and program operations experience assisting a departmental director in planning and directing complex departmental support services and operations in the hiring department unit's principal designated subject matter mission or directly related field (e.g., named department operations/activities or directly related organization) that includes lead worker, supervision, or supervisory training; or
- Associate's degree in business administration, finance, economics or related field and 5 years experience as described above; or
- Bachelor's degree and 3 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises subordinate professional, supervisory, accounting, and clerical personnel engaged in support activities such as record maintenance, budget preparation and administration, payroll, departmental service programs, purchasing, property inventory control and personnel management.
- Responsible for interviewing, hiring, training and evaluating subordinate staff personnel.
- Directs the accounting, budgeting and fiscal operations of the department.
- Provides support to special projects such as applications for grants and awards, and environmental remediation.
- Develops, negotiates, and monitors leasing contracts.
- Supervises and participates in special studies, surveys and the collection of information on difficult operational and administrative problems; prepares reports recommending solutions or courses of action.
- Plans, directs, implements and supports the automation of office systems, procedures, programs and equipment; evaluates office automation systems and equipment needs; coordinates with other department personnel regarding hardware and software needs; coordinates installation and operation of same.

DEPARTMENT ADMINISTRATIVE MANAGER (continued)

Job Code	Pay Grade
11340	SM6

Illustrative Tasks (continued)

- Coordinates and provides intra and interdepartmental liaison functions.
- Coordinates personnel activities for assigned department.
- Coordinates the activities of volunteer personnel as needed within the section or department.
- Coordinates and provides intra and interdepartmental liaison functions.
- Acts for department head, as delegated, at meetings, conferences and in administrative matters.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of public administration principles and practices.
- Knowledge of accounting practices and procedures and the ability to apply such knowledge to accounting transactions.
- Knowledge of modern techniques, methods, procedures, principles, and practices of all phases of personnel, finance, and business administration as applied in a large organization and the ability to apply them.
- Knowledge of office automation, data processing principles and practices.
- Knowledge of the laws, rules and regulations controlling budgetary fiscal record keeping.
- Knowledge of the principles and procedures of governmental budget preparation.
- Ability to apply computer applications and software.
- Ability to plan, direct, assign, instruct, review and evaluate technical, supervisory and clerical personnel.
- Ability to plan, direct, supervise, coordinate, organize and inspect specialized departmental projects, programs and activities.
- Ability to prepare written reports, estimates and cost records.
- Ability to analyze and solve administrative problems and to render advice and assistance on them.
- Ability to supervise the work of subordinate staff.

For official use only

Revised	EEOC Code	Overtime Code
10/12	Officials & Managers	Exempt

SYSTEMS SUPPORT ANALYST

Job Code	Pay Grade
16370	CL17

Nature of Work

This is analytical and technical work involved in planning, coordinating, and implementing department-related information systems. An employee in this class serves as departmental expert on information systems, conducts needs assessment and return on investment analysis, makes recommendations to management, and serves as a liaison with service providers to administer office automation processes. Areas of assignment include Systems Applications & Products (SAP) and other related activities. Assignments are very specialized and highly technical in nature dealing principally with computer automation systems, special software, applications programming, and customers. Incumbent performs under general supervision of an administrative or technical superior.

Minimum Qualifications Requirements

- 6 years professional experience in the analysis and administrative management of information technology functions dedicated to business related applications, or
- Associate's degree in computer science, information technology, business administration, or related field and 4 years professional experience in the analysis and administrative management of information technology functions dedicated to business related applications, or
- Bachelor's degree in above subjects and 2 years professional experience as described above, or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Create data infosets, data queries, query variants, and variants in SAP and SAP Business warehouse.
- Serves as subject matter expert for SAP, SAP/GIS, and SAP/Maximo interface.
- Researches and recommends procurement of hardware and software.
- Monitors maintenance contracts and consultant services.
- Create sales and distribution objects in conjunction with consultants.
- Advises management on functions to assist department operations.
- Responds to users' requests to generate reports; may perform modifications to existing programs using statistical software packages or programs.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of office automation, statistical, database and word processing equipment and software.
- Knowledge of public administration principles and practices.
- Knowledge of data analysis and research techniques, methods and processes.
- Knowledge of departmental practices and procedures.
- Knowledge and ability to troubleshoot and resolve routine software, hardware and network problems.
- Skill in hardware/software diagnostic procedures.
- Skill in verbal and written communication, and interpretation of unclear instructions or information.
- Ability to develop and update procedure and operational manuals.

SYSTEMS SUPPORT ANALYST (continued)

Job Code	Pay Grade
16370	CL17

Knowledge, Skills, and Abilities (continued)

- Ability to perform technical computations and analyses; generate reports, sort and categorize data.
- Ability to conduct tests, analyze results, identify and correct errors, in the office or the field.
- Ability to establish and maintain effective working relationships with superiors and assigned employees.

For official use only

Revised	EEOC Code	Overtime Code
10/12	Professionals	Classified/Excluded

REVENUE MANAGEMENT SUPERVISOR 1, DEI

Job Code	Pay Grade
16374	CL18

Nature of Work

This is highly responsible work leading and supervising subordinates in pre-auditing, processing, and recording financial transactions in a complex multi-fund and account environment of a unit of the Department of Environment and Infrastructure (DEI). An employee in this class is responsible for supervising a technical staff performing highly automated tasks to administer DEI revenue management systems in the Finance Division of DEI. Work is performed under general supervision with considerable independent judgment and initiative exercised in carrying out the daily operations of the unit. The position reports to the Section Manager or designee.

Minimum Qualifications Requirements

- 7 years experience in recognized accountant work in a highly automated business environment that includes 1 year of governmental accounting and supervisory training or experience; or
- Associate's degree in accounting, business, finance, public administration or related field (or 2 years of related college level education) and 5 years experience as described above; or
- Bachelor's degree and 3 years experience as described above; or
- Master's degree and 1 year experience as described above; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- A Florida Driver's license or Florida Commercial Driver's license and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference may be given to candidates with certifications in business systems and software applicable to DEI operations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supervises personnel implementing payment processing, billing/invoicing, collections, and /or revenue analysis functions and activities.
- Oversees the financial processes involved with reconciliation of revenue and BCC Finance.
- Trains staff on financial processes involved with the various revenue functions within specific units.
- Supervises staff engaged in complex accounting activities associated with collection of revenue.
- Maintains service level agreements for various functions associated with the DEI billing systems.
- Conducts internal accounting and systems audits in compliance with best business practices.
- Tests, monitors, and maintains financial accounting and information systems for internal controls and data integrity.
- Resolves complex billing issues, approves account adjustments, and billing corrections.
- Prepares, monitors, and tracks a wide range of information and reports used to manage DEI activities.
- Takes initiative and demonstrates pro-active measures to take steps and make recommendations that improve DEI policies, procedures, systems, and capabilities.
- Ensures efficient and effective office processes taking initiative to meet business goals.
- Evaluates subordinate employees' performance and counsels the employee as required.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of governmental accounting principles and practices and ability to apply this knowledge to work situations.

REVENUE MANAGEMENT SUPERVISOR 1, DEI (continued)

Job Code	Pay Grade
16374	CL18

Knowledge, Skills, and Abilities (continued)

- Knowledge of large and complex segments of a computerized governmental financial management system.
- Knowledge of data processing principles, methods and practices.
- Ability to plan, assign and supervise the work of subordinate employees.
- Ability to communicate effectively, both orally and in writing.

For official use only

Created	EEOC Code	Overtime Code
10/12	Professionals	Classified/Excluded

REVENUE MANAGEMENT SUPERVISOR 2, DEI

Job Code	Pay Grade
16376	CL20

Nature of Work

This is highly responsible work leading and supervising subordinates in pre-auditing, processing, and recording financial transactions in a complex multi-fund and account environment of a unit of the Department of Environment and Infrastructure (DEI). An employee in this class is responsible for supervising a technical staff performing highly automated tasks to administer DEI revenue management systems in the Finance Division of DEI. Work is performed under general supervision with considerable independent judgment and initiative exercised in carrying out the daily operations of the unit. This classification differs from the Revenue Management Supervisor 1-DEI, as the incumbent supervises both highly technical unit staff and performs in a cross section lead role performing financial analysis on revenues, fund reconciliations, studies, and other assignments. The position reports to the Section Manager or designee.

Minimum Qualifications Requirements

- 8 years experience in recognized accountant work in a highly automated business environment that includes 1 year of governmental accounting and supervisory training or experience; or
- Associate's degree in accounting, business, finance, public administration or related field (or 2 years of related college level education) and 6 years experience as described above; or
- Bachelor's degree and 4 years experience as described above; or
- Master's degree and 2 years experience as described above; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- A Florida Driver's license or Florida Commercial Driver's license and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference may be given to candidates with certifications in business systems and software applicable to DEI operations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Serves as section leader coordinating section-wide tasks in the completion of regular and specialized accounting services research, funds resolution, funds analysis, and reporting.
- Supervises personnel implementing payment processing, billing/invoicing, collections, and /or revenue analysis functions and activities.
- Oversees the financial processes involved with reconciliation of revenue and BCC Finance.
- Trains staff on financial processes involved with the various revenue functions within specific units.
- Supervises staff engaged in complex accounting activities associated with collection of revenue.
- Maintains service level agreements for various functions associated with the DEI billing systems.
- Conducts internal accounting and systems audits in compliance with best business practices.
- Tests, monitors, and maintains financial accounting and information systems for internal controls and data integrity.
- Resolves complex billing issues, approves account adjustments, and billing corrections.
- Prepares, monitors, and tracks a wide range of information and reports used to manage DEI activities.
- Takes initiative and demonstrates pro-active measures to take steps and make recommendations that improve DEI policies, procedures, systems, and capabilities.
- Ensures efficient and effective office processes taking initiative to meet business goals.
- Evaluates subordinate employees' performance and counsels the employee as required.
- Performs related work as assigned or required.

REVENUE MANAGEMENT SUPERVISOR 2, DEI (continued)

Job Code	Pay Grade
16376	CL20

Knowledge, Skills, and Abilities

- Knowledge of governmental accounting principles and practices and ability to apply this knowledge to work situations.
- Knowledge of large and complex segments of a computerized governmental financial management system.
- Knowledge of data processing principles, methods and practices.
- Ability to research, analyze, recommend, troubleshoot, lead, and to implement solutions or improvements to complex business policies, procedures, and operations in a highly automated business environment.
- Ability to plan, assign and supervise the work of subordinate employees.
- Ability to communicate effectively, both orally and in writing.

For official use only

Created	EEOC Code	Overtime Code
10/12	Professionals	Classified/Excluded

FINANCE & ACCOUNTING ANALYST

Job Code	Pay Grade
10148	CL20

Nature of Work

This is advanced professional accounting work covering both fiscal analyses and accounting in a multi-fund/multi-account environment. An incumbent in this class is responsible for major government financial activities including assessing, planning, analyzing, evaluating, and implementing complex budget, fiscal, accounting and asset resources analysis covering a broad range of business lines, activities, and processes in a highly automated financial accounting systems environment. Responsibilities include providing professional and technical inputs to support financial, administrative, and analytical processes that include complex budgets, fiscal impacts, financial reporting, systems analysis, strategic planning, and/or debt management. Work involves the independent application of generally accepted governmental accounting principles and responsibility for review of finance, accounting, budgets, or expenditures in activities for compliance with best business practices, laws, regulations, and policies. The incumbent implements administrative requirements and supports finance and accounting budget supplements, amendments and other changes. This work requires initiative and the exercise of sound judgment. The incumbent may direct or supervise other staff. The position reports to a senior manager, supervisor or designee.

Minimum Qualification Requirements

- Associate's degree in accounting, finance, business, public administration or related field and 6 years professional experience in highly automated computerized system accounting work that includes 1 year team leadership or supervision; or
- Bachelor's degree 4 years experience as described above; or
- Master's degree and 2 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Preference may be given to candidates with training, experience, and certifications related to the assigned agency.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Supports senior managers to prepare and administer both strategic and operating finance and accounting plans that include items such as capital improvement programs; annual budgets; budget administration; debt management; and other complex finance and accounting assignments.
- Maintains financial records both technical and fiscal analyses and accounting in a multi-fund/multi-account environment for current and future budget, operations, investments, bonds, fixed assets, grants, and debt.
- Plans and audits transactions related to asset, liability, equity, revenue and expenditure accounts for compliance with accounting policies, planning, and contractual requirements.
- Conducts analyses of entries, transactions and accounts having impact on the financial statements for accuracy and tracks the appropriate accrual or adjusting entries.
- Authorizes and makes recommendations or requests for transfers of funds.
- Recommends, requests, and implements changes to existing financial systems for financial statement preparation as may be required by Federal, State of Florida, Pinellas County or department regulations.
- Reviews and monitors budgets, expenditures, and contracts to assure conformity with federal, state and county laws and regulations, county and departmental procedures and practices and for economic feasibility.
- Prepares periodic financial reports and other special reports required for Federal, state, and internal purposes.

FINANCE & ACCOUNTING ANALYST (continued)

Job Code	Pay Grade
10148	CL20

Illustrative Tasks (continued)

- Works with external auditors, internal auditors, professionals, and experts during the audit process and serves as a professional team member in producing the organization's comprehensive finance, accounting, budget, capital, and operating budgets, forecasts, and reports.
- Assists in updating and developing policies and procedures to ensure the adequacy of accounting controls to permit preparation of financial budgets and accounting statements in accordance with generally accepted accounting principles.
- Incumbents may lead, direct or actually supervise other staff for subject matter assignments, projects, or on a formal day-to-day basis.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of generally accepted accounting principles, particularly as applied to governmental accounting and financial reporting.
- Knowledge of generally accepted accounting principles and practices and ability to research, interpret, and apply such.
- Knowledge of highly complex and advanced financial reporting practices.
- Knowledge of federal, state, and local laws, rules and regulations governing budgetary and fiscal policies and contract procedures of county government and ability to research, interpret and apply such.
- Knowledge of highly complex automated financial management systems in a large multi-fund environment.
- Ability to administer a coordinated system of budgetary reporting and compliance to meet regulatory requirements and the needs of internal and external interests.
- Ability to build effective working relationships, organize, lead, and motivate individuals and groups to complete projects, activities, and meet business objectives.
- Ability to comprehend complex finance and accounting data, finance policies, procedures, matters, and information.
- Ability to communicate ideas, findings and recommendations in a clear, concise manner both verbally and in writing.
- Ability to apply computer applications and software to operate a personal computer, research, analyze, manage budget/performance activities, prepare presentations/reports/papers as well as to enter and retrieve information, monitor work performed, and to communicate to customers and stakeholders.
- Ability to prepare account analyses and reconciliation and determine courses of action to resolve finance and accounting problems.

For official use only

Created	EEOC Code	Overtime Code
10/12	Professionals	Classified