



Buncombe County Health and Human Services

Partnering with our community to strengthen our health, safety and self-sufficiency.

POSITION DESCRIPTION FORM

DIVISION:

HHS Administration

SECTION/UNIT:

Finanace

FLSA STATUS:

Exempt

Classification Title of Position:

Business Officer I

Working Title of Position:

Business Officer I

Name of Immediate Supervisor:

Supervisor's Position Title:

Health and Human Services Director

Name of Employee:

Employee Certification:

I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.

Signature: _____ Date: _____

Supervisor Certification:

I certify that (a) I am the Immediate Supervisor of this position, that (b) I have provided a complete and accurate description of responsibilities and duties and (c) I have verified (and reconciled as needed) its accuracy and completeness with the employee.

Signature: _____ Date: _____

Program Administrator, Department Head or Division Manager Certification:

I certify that this position description, completed by the above named immediate supervisor, is complete and accurate.

Signature: _____ Date: _____

I. Purpose of the position: The primary purpose of this position is to oversee the administration and management of Health and Human Services fiscal performance, budget, purchasing, contract management and operations.

II. Essential Functions of the position:

- Ensure all fiscal regulations and policies are implemented and all internal and external administrative matters are accomplished per fiscal, legal and policy regulations.
- Assist in the administration and implementation of the annual operating budget by ensuring the maintenance, collection, and consolidation of budget data.
- Oversee the execution and monitoring of non-programmatic contract elements for audit, fiscal and performance compliance.
- Oversee operations functions for Health & Human Services.
- Personnel/team Management to ensure a competent workforce: Hire, develop, counsel and evaluate performance; provide feedback and disciplinary action as needed; develop and maintain a positive team work environment; provide effective and timely communication.

III. Duties, Responsibilities, and Other Functions:

Personnel Management:

- Participate in the assessment of staffing needs, applicant screening, recruitment, interviews and selection of the best-qualified candidate to fill vacancies.
- Provide and coordinate appropriate training and orientation for new and existing employees, supply information, technology and reference materials necessary to perform specific jobs functions.
- Assign duties to employees, relative to classification and specific to job description, communicate the expectations for successful performance of those duties and ensure staff understands how performance will be measured.
- Ensure a safe and supportive work environment for all employees.
- Ensure an efficient and effective workflow, implement changes in routine work practices and procedures as needed to modify unit functioning according to client needs and employee capabilities.
- Provide ongoing feedback to employees and address performance problems in a timely manner through progressive corrective actions.
- Assist employees with addressing and resolving a variety of concerns and complaints related to job duties and job descriptions, performance standards, relations with coworkers, relations with supervisors and managers.

Program Management:

- Supervise the expenditure of funds and track/monitor revenues.
- Assure and verify that the disbursement of varied agency funds are in compliance with budget ordinances.
- Make recommendations to the HHS Director for budget revisions as necessary.
- Oversee contract coordination, review, formulation, finalization and compliance of contracts as required in coordination with vendors, HHS contract administrators/monitors, human service planner/evaluators, HHS leadership and Legal staff.
- Research and prepare contract analysis as required.
- Monitor spending by auditing accounts and verifying fund availability ensuring budget line items stay within the budget.
- Monitor collection of revenues by auditing accounts and clarifying coding in collaboration with HHS Finance to ensure timely and correct account coding.
- Review expenditures by examining supporting documentation and verifying account codes to ensure expenditures are correctly identified and properly charged.
- Oversee operations functions to include overall management of HHS infrastructure, tangible workforce resources, workforce safety and security, HHS state security systems. Coordinate with representatives of other county departments and state agencies in administrative and/or operational service problems.
- Evaluate and develop operational procedures for the Unit by determining tasks to be completed and implement methods of accomplishing these tasks effectively and efficiently.

- Determine and recommend internal controls according to accepted accounting principles to ensure the county receives all available state and federal revenues with no audit exceptions.
- Prepare reports and conduct fiscal analysis for the HHS Director, Leadership Team, HHS Board, County Finance, County Management and Board of Commissioners to support annual and ongoing strategic planning and Agency administration.
- Respond to outside requests for budget/fiscal/performance information.

Team and Network Engagement:

- Ensure staff understand the scope of HHS programs and manage relationships within the agency so that your team of employees can successfully work with other departments across Buncombe County to achieve common objectives.
- Engage community partners and organizations within the community to assure that concerns of Buncombe County citizens are being addressed and to influence the success of program outcomes.
- Communicate the agency's mission, vision, strategic plan and objectives by disseminating internal messaging in a timely manner.

Note: The above statements are intended to describe the general nature and level of the work being performed by an employee assigned to this work. This is not an exhaustive list of all duties and responsibilities. This job description does not create a contract of employment and Buncombe County reserves the right to amend or change responsibilities to meet business and organizational needs as necessary.

IV. Typical Work Schedule:

- M – F during business hours (8:00am – 5:00pm)
- Nature of work requires attendance during business hours
- Regular, predictable attendance is essential

V. Supervision Received: Level 3: receives direction regarding general objectives of assigned work, operates within division and agency policy using independent judgement in achieving assigned objectives; independently determines best methods and sequence to achieve assigned tasks.

Supervisory Responsibilities: Supervise the selection, training, development, appraisal, and work assignment of Level 2 Supervisors and employees who provide direct services or equivalent level work.

VI. Consequence of Error:

- Error in work could result in situations of erroneous payments or inaccurate management data.
- Error in duties may result in significant audit exceptions and financial liability, unnecessary expenditure of state and local funds or inadequate funding for programs.
- Error in work may impact the agency's compliance with federal, state and local laws and failure to ensure compliance can result in fiscal implications as well as mandated corrective actions and legal liabilities.

VII. Knowledge, Skills, Abilities, and Other Abilities:

- Knowledge of and ability to plan and implement budgetary, purchasing and accounting practices and procedures.
- Considerable knowledge of the organization and structure of state and local government and nonprofit agencies.
- Considerable knowledge of the principles and practices of public and business administration.
- Ability to plan and direct fiscal and business services.
- Ability to plan and initiate administrative procedures and to evaluate the effectiveness of these procedures and the ability to interpret obscure regulations and place into practical application

Organization Conformance Standards for all positions:

- Communicate clearly and effectively both orally and in writing.
- Maintain knowledge of the agency organizational rules, policies, procedures, services and mission.
- Plan, prioritize, and organize work effectively to produce quality work with measurable results and within identified deadlines.
- Interact with other employees, customers and partners with professionalism and cultural competency.
- Work effectively and efficiently as a team contributor including interacting, communicating and coordinating work efforts with other employees and organizations to accomplish a common task.
- Understand the necessity to efficiently and effectively interact, communicate and coordinate work efforts with other

employees and organizations in an effective manner to accomplish common task.

- Function in highly stressful circumstances and demonstrate the ability to adapt to changing priorities, deadlines and directions.
- Conduct business in an ethical manner at all times while maintaining a high level of professionalism and confidentiality.
- Safely and successfully perform the essential job functions consistent with ADAAA, FMLA and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards.
- Maintain regular, punctual attendance consistent with ADAAA, FMLA and other federal state and local standards.

Minimum Education, Training and/or Experience: Graduation from a four-year college or university, preferably with a major in business, public, or hospital administration, and four years administrative experience involving participation in the planning and management of a business or governmental program; or an equivalent combination of training and experience.

Additional Training and Experience: NA

Special Skills: NA

ADA CHECKLIST FORM

JOB TITLE:	Business Officer I	Current Form date:
BCHHS PROGRAM:	HHS Administration	12/21/2017

ESSENTIAL JOB FUNCTIONS (EJF) are those duties and responsibilities that an individual must perform with or without the assistance of reasonable accommodations. This checklist is completed to document the physical and mental effort required in performing essential duties of the position. **Please briefly identify up to five primary essential job functions relative to the position.**

EFJ 1	Ensure all fiscal regulations and policies are implemented and all internal and external administrative matters are accomplished per fiscal, legal and policy regulations.
EFJ 2	Assist in the administration and implementation of the annual operating budget by ensuring the maintenance, collection, and consolidation of budget data.
EFJ 3	Oversee the execution and monitoring of non-programmatic contract elements for audit, fiscal and performance compliance.
EFJ 4	Oversee operations functions for Health & Human Services.
EFJ 5	Personnel/team Management to ensure a competent workforce: Hire, develop, counsel and evaluate performance; provide feedback and disciplinary action as needed; develop and maintain a positive team work environment; provide effective and timely communication

MENTAL CAPABILITY REQUIREMENTS

Comprehension:	<input type="checkbox"/> Understand and apply routine verbal and/or written instructions. <input type="checkbox"/> Understand and apply non-routine verbal and/or written instructions. <input checked="" type="checkbox"/> Understand complex problems and collaborate to explore alternative solutions.
Organization:	<input type="checkbox"/> Organize actions to complete sequential and/or routine tasks. <input checked="" type="checkbox"/> Organize/prioritize individual work schedules to manage multiple task/projects. <input type="checkbox"/> Organize/prioritize others' work schedules to manage multiple task/projects.
Decision Making:	<input type="checkbox"/> Make decisions that impact this individual's work. <input type="checkbox"/> Make decisions that impact the immediate work-unit's operations/services. <input checked="" type="checkbox"/> Make decisions having significant impact on department's credibility/operations/services.
Communication:	<input type="checkbox"/> Communicate and exchange routine information. <input type="checkbox"/> Communicate responses relative to a variety of information. <input checked="" type="checkbox"/> Communicate in order to explain, interpret or negotiate.

Essential Job Function Mental Tasks as a Percentage of Employee's Time

Check ALL mental tasks that apply to the essential functions of this job, and then select the closest percentage of time that the employee is performing this type of task.

	Rarely 0 - 30%	Routinely 31 - 70%	Constantly 71 - 100%
Continued learning & retention	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Interacting in team dynamics	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Preparing, analyzing data	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Using interfaced communication devices (phone, computer, TTY)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Memorizing, concentrating	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Making group presentations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-regulating emotions, behaviors	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Composing letters, reports, memos to convey a variety of information	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

WORK ENVIRONMENT AND TASKS

Work Setting: Majority of time is spent INSIDE or OUTSIDE? (choose one)

Work Equipment Use: Check ALL equipment that this job requires employee to use regularly.	<input checked="" type="checkbox"/> Computers/Monitors	Potential Exposures: Check ALL conditions to which this job may expose and employee.	<input type="checkbox"/> Infectious bacteria/viruses
	<input type="checkbox"/> Driving vehicle (specify below)		<input type="checkbox"/> Blood-borne pathogens
	<input type="checkbox"/> Driving light equipment (specify below)		<input type="checkbox"/> Allergens
	<input type="checkbox"/> Driving heavy equipment (specify below)		<input type="checkbox"/> Aggressive Animals
	<input type="checkbox"/> Firearms, controlled equipment		<input type="checkbox"/> Rodent/insect infestations
	<input type="checkbox"/> Ladder/step stool		<input type="checkbox"/> Fumes/airborne particles
	<input type="checkbox"/> NONE of the above		<input type="checkbox"/> Chemicals/hazardous waste
	<input checked="" type="checkbox"/> OTHER (describe below)		<input type="checkbox"/> Acidic/harsh substances
Physical Work Environment: Check ALL work environment conditions to which this job may expose the employee.	<input type="checkbox"/> Confined spaces	<input type="checkbox"/> Gases/gas leaks	
	<input type="checkbox"/> Damp interior conditions	<input type="checkbox"/> Electrical hazards	
	<input type="checkbox"/> High or precarious places	<input type="checkbox"/> Radiation	
	<input type="checkbox"/> Moving mechanical parts	<input type="checkbox"/> Extreme temperatures	
	<input type="checkbox"/> Vibrations	<input type="checkbox"/> Extreme noise levels	
	<input checked="" type="checkbox"/> NONE of the above	<input type="checkbox"/> Extreme darkness	
	<input type="checkbox"/> OTHER (describe below)	<input type="checkbox"/> Extreme brightness	
		<input checked="" type="checkbox"/> NONE of the above	
	<input type="checkbox"/> OTHER (describe below)		

OTHER or Details
 On equipment or work environment

Describe here any "OTHER" exposures, work environment conditions, equipment used.
 General office equipment including a copier, scanner, printer, fax machine, multi-line phone.

PHYSICAL EFFORT REQUIREMENT

Check all physical requirements that apply to the essential functions of this job and then select the closest percentage range of time that the employee spends doing that activity.

	Rarely 0 - 30%	Routinely 31 - 70%	Constantly 71 - 100%		Rarely 0 - 30%	Routinely 31 - 70%	Constantly 71 - 100%	
Mobility Requirements					Hand Movement Requirements			
<input type="checkbox"/> Balancing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Finger Dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Grasping, holding	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Repetitive motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> Crawling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Immobility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Vision Requirements			
<input type="checkbox"/> Pulling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Color distinction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Eye-hand coordination	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/> Visual inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Sitting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/> Visual perception	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Lifting requirements			
<input checked="" type="checkbox"/> Standing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Lifts 1-15 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Walking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Lifts 16-30 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Sensory requirements					<input type="checkbox"/> Lifts 31-60 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Hearing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/> Lifts 61-90 lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Smelling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> Lifts 90+ lbs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> Speaking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		Physical Exertion Requirements			
					<input type="checkbox"/> Cardiovascular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
					<input type="checkbox"/> Large Muscle, motor control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Supervisor Signature: _____

Date: _____

Employee Signature: _____

Date: _____