



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0915

DIRECTOR OF ADMINISTRATIVE SERVICES/CFO - DHS

Grade T

SCOPE OF WORK:

Work involves directing and managing the functions of the Administrative Support Divisions (Fiscal Administration, Human Resources, Legal Services, and Information Technology) of the Department of Human Services (DHS). DHS is the largest state agency with a budget exceeding two billion dollars. This position reports directly to the Executive Director.

DUTIES PERFORMED:

- Direct, coordinate, monitor, and evaluate staff and activities of the Divisions.
- Provide oversight in the development and reporting of performance measures within the Divisions of DHS.
- Provide leadership and direction to the area of Information Technology as it relates to research for department-wide needs through its decision support function and as it relates to Medicaid claims processing.
- Develop strategies for strengthening and enhancing services under Administrative Support Divisions. Develop, implement, monitor, and evaluate strategic plan purpose statements and expected results for the Divisions.
- Monitor implementation of Administrative Support Divisions' service goals and objectives.
- Plan, develop, recommend, and implement fiscal policies and operating procedures for the Administrative Support Divisions.
- Provide oversight and monitoring for the DHS budget; review and analyze activities, costs, operations, and forecasts for all DHS programs and providers to determine budget status and financial position of all DHS divisions; make recommendations to Executive Director regarding approval of all significant deviations from the budget.
- Review, monitor, and evaluate overall fiscal operations of DHS and compare to established objectives; direct, develop, and implement improvements and corrective actions and communicate to Executive Director.
- Analyze potential program changes, proposed grants, legislation, and demographic and economic dynamics to anticipate and project needs and determine fiscal impact on DHS; provide recommendations to Executive Director in regard to long-range spending plans and limits in accordance with state and federal funding requirements.
- Develop DHS budget guidelines and make recommendations for implementation; direct the preparation of final biennial appropriation request.

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- Recommend changes in ND Century Code regarding fiscal issues; represent DHS on all legislation with a fiscal impact; approve all fiscal notes for legislation; monitor and analyze the fiscal impact of legislation.
 - Develop and maintain internal reporting mechanism to project all significant resource and spending areas.
 - Direct fiscal research and planning on new services or methodologies for DHS; investigate and report on issues of fiscal consequences as requested by Executive Director or DHS managers.
 - Present information to DHS management, public groups, and legislature.
 - Provide final approval for contracts within DHS; provide oversight of DHS contract tracking system.
 - Provide input to overall DHS Strategic Plan; assist in decision-making and prioritization of DHS objectives; review achievements and discuss changes in DHS goals and objectives resulting from fiscal status and conditions with Executive Director.
 - In absence of Executive Director, assist with and/or provide on-going operation/management of DHS.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in business administration, accounting, or financial management, and eight years of professional work experience, including four years of management and supervisory experience. Management experience must include substantial responsibility for fiscal operations. CPA is preferred and may substitute for two years of the experience requirement.

Eff. Date: 10/98

Rev: 5/02 – Changed title, revised scope, duties, factors, and grade

Rev: 9/10 – Changed class code to 0915 from 0917

Rev: 11/11 – Changed title, revised scope, duties and grade

Rev: 7/12 – Conversion to Hay System