



## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

15160 Jackson Road, Rancho Murieta, CA 95683

Office - 916-354-3700 \* Fax - 916-354-2082

### PERSONNEL COMMITTEE

*(Directors John Merchant and Randy Jenco)*

Regular Meeting

January 7, 2019 at 7:30 a.m.

All persons present at District meetings will place their cellular devices in silent and/or vibrate mode (no ringing of any kind). During meetings, these devices will be used only for emergency purposes and, if used, the party called/calling will exit the meeting room for conversation. Other electronic and internet enabled devices are to be used in the "silent" mode. Under no circumstances will recording devices or problems associated with them be permitted to interrupt or delay District meetings.

### AGENDA

- 1. Call to Order**
- 2. Comments from the Public**
- 3. Accounting Supervisor Job Specification – Proposed Revision**
- 4. Directors & Staff Comments/Suggestions**
- 5. Adjournment**

*In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection in the District offices during normal business hours. If, however, the document is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting.*

Note: This agenda is posted pursuant to the provisions of the Government Code commencing at Section 54950. The date of this posting is January 3, 2020. Posting locations are: 1) District Office; 2) Post Office; 3) Rancho Murieta Association; 4) Murieta Village Association.

## MEMORANDUM

Date: January 3, 2020  
To: Personnel Committee  
From: Mark Martin, General Manager  
Subject: Revised Accounting Supervisor Specification

---

### RECOMMENDED ACTION

Review and recommend for Board review and approval the attached revised Accounting Supervisor specification.

### BACKGROUND

Given the vacancy in the Accounting Supervisor position, and our need to recruit for the position for the first time in years, we felt it prudent to update the specification to better reflect the current needs of the position as it relates to minimum required educational attainment and current duties.

Attached are a redlined and non-redlined version of the proposed revision to the specification.

We plan to recruit for the Accounting Supervisor as soon as the revised specification is approved.

## RANCHO MURIETA COMMUNITY SERVICES DISTRICT

### ACCOUNTING SUPERVISOR

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT  
BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – ~~DRAFT 08/15/2018~~01/15/2020

Formatted: Font color: Red

**SUMMARY:** Uses discretion and independent judgment to perform difficult and responsible ~~clerical~~ accounting and administrative work ~~involving planning, organizing, coordinating and supervising of administrative staff assigned to perform functions~~ including purchasing, finance/accounting, payroll, personnel, risk management, customer service and management and use of computer network maintenance ~~oversight of the utility billing program~~ various financial systems related to these functions. The position requires the supervision of accounting and administrative staff assigned to perform the above functions.

**SUPERVISION:** Receives general supervision from the Director of Administration. Provides direct supervision over other accounting and administrative support staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees and administers the business and front office operations of the District, providing assignments, direction and evaluation of direct-report department staff members; provides input to the Director of Administration regarding hiring, ~~firing~~terminating, and classification changes for direct-report department staff;
- Assists in overseeing and administering accounting activities including accounts payable, accounts receivable, payroll, bank deposits, bank reconciliation and associated general journal preparation and entry;
- Oversees and administers District payroll processing; maintains personnel records, salary information, surveys and benefits coordination and advises on personnel issues; performs other Human Resources (HR) duties as assigned;
- Assists in planning, organizing and directing all phases of the District's Human Resources Department, including recruitment and selection, policy and procedure development, classification and compensation analysis, employee training and development, labor relations, risk management and safety;

- Provides information to District departments, staff and the general public on human resources law, policies, and procedures; develops manuals, policies, procedures and forms necessary to the effective operation of the office;
- Conducts compensation and classifications studies and provides results to the Director of Administration;
- Supports the Director of Administration and General Manager in conducting analysis, preparing information and implementing the result of confidential bargaining unit negotiations;
- Maintains required reports for the District Safety Committee;
- Manages and monitors the performance evaluation system-processes of the District insuring the completion of accurate, objective and timely performance evaluations;
- Coordinates and monitors ~~the~~ worker's compensation claims of the District acting as a liaison with the department head, supervisor, employee and the District's risk management program director;
- Assists in the preparation and distribution of Personnel Employee Manuals; maintains personnel records, salary information, surveys and benefits coordination and advises on personnel issues;
- ~~Maintains computer network with assistance from outside vendor.~~

**QUALIFICATION REQUIREMENTS:**

Knowledgeable in processing payroll, accounts payable, accounts receivable, enforcement of cash handling process and bank deposits. Procedures, policies, rules and practices affecting the development, maintenance and control of fiscal and personnel record keeping systems. Principles and practices of governmental accounting, auditing, and budgeting. Federal, state, and local laws, rules, regulations governing accountability of funds in public agencies. District policies, rules and regulations. Basic budget preparation procedures.

**SUPERVISORY RESPONSIBILITIES:**

Ability to assign, review, plan, coordinate and guide the work of other employees; evaluate the work of employees and assist in the preparation of performance appraisals; promote staff development and motivation and to train staff; analyze problems that arise in the areas under supervision and recommend solutions.

**EDUCATION AND/OR EXPERIENCE:**

~~Any~~ ~~The following~~ combination of training and experience providing the required knowledge and abilities is qualifying. ~~A typical way to obtain this knowledge and ability would be:~~

Minimum Education: ~~High School diploma and/or equivalent~~ AA degree or equivalent level college with coursework in accounting, finance and business administration, or a closely related field including eighteen (18) semester units or equivalent quarter hours with coursework in accounting; ~~although a~~ Bachelor's degree in business or accounting (or closely related field) is highly desirable.

And:

~~Two~~ Four (24) years of technical experience in governmental or private financial, accounting, ~~or~~ personnel recordkeeping activities, ~~and one year of experience in~~ general office administration sufficient to demonstrate the ability to perform a variety of administrative, personnel, and customer service tasks, ~~and computer network maintenance in an independent manner; or~~ Government agency experience in these skill areas is preferable.

~~Possession of a four-year (4) college degree with a major emphasis in accounting, business management, or a closely related field (Two (2) years of experience performing duties comparable to the Accounting Assistant II at Rancho Murieta Community Services District may be substituted for the college degree).~~

**LICENSE AND/OR CERTIFICATES:**

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

**OTHER SKILLS AND ABILITIES:**

Knowledge of supervisory principles and practices; operation, administration, policies and procedures relating to government administration and finance; data management including word processing, spreadsheets and data-base principlessystems; ~~and computer network maintenance.~~

**PHYSICAL DEMANDS:**

Ability to operate a variety of automated office machines; reasonable-proficient typing and writing skills; exert light physical effort in sedentary to light work involving sitting most of the ~~time, but~~ time but may involve walking or moving from one area to another or standing for brief periods of time.

Formatted: Line spacing: single

Formatted: Font color: Red

Formatted: Line spacing: At least 12 pt

| Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

# RANCHO MURIETA COMMUNITY SERVICES DISTRICT

## ACCOUNTING SUPERVISOR

---

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – DRAFT 01/15/2020

---

**SUMMARY:** Uses discretion and independent judgment to perform difficult and responsible accounting and administrative work including purchasing, finance/accounting, payroll, personnel, risk management, customer service and management and use of various financial systems related to these functions. The position requires the supervision of accounting and administrative staff assigned to perform the above functions.

**SUPERVISION:** Receives general supervision from the Director of Administration. Provides direct supervision over other accounting and administrative support staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees and administers the business and front office operations of the District, providing assignments, direction and evaluation of direct-report department staff members; provides input to the Director of Administration regarding hiring, firing, and classification changes for direct-report department staff;
- Assists in overseeing and administering accounting activities including accounts payable, accounts receivable, payroll, bank deposits, bank reconciliation and associated general journal preparation and entry;
- Oversees and administers District payroll processing; maintains personnel records, salary information, surveys and benefits coordination and advises on personnel issues; performs other Human Resources (HR) duties as assigned;
- Assists in planning, organizing and directing all phases of the District's Human Resources Department, including recruitment and selection, policy and procedure development, classification and compensation analysis, employee training and development, labor relations, risk management and safety;

- Provides information to District departments, staff and the general public on human resources law, policies, and procedures; develops manuals, policies, procedures and forms necessary to the effective operation of the office;
- Conducts compensation and classifications studies and provides results to the Director of Administration;
- Supports the Director of Administration and General Manager in conducting analysis, preparing information and implementing the result of confidential bargaining unit negotiations;
- Maintains required reports for the District Safety Committee;
- Manages and monitors the performance evaluation processes of the District insuring the completion of accurate, objective and timely performance evaluations;
- Coordinates and monitors worker's compensation claims of the District acting as a liaison with the department head, supervisor, employee and the District's risk management program director;
- Assists in the preparation and distribution of Personnel Employee Manuals; maintains personnel records, salary information, surveys and benefits coordination and advises on personnel issues;

**QUALIFICATION REQUIREMENTS:**

Knowledgeable in processing payroll, accounts payable, accounts receivable, enforcement of cash handling process and bank deposits. Procedures, policies, rules and practices affecting the development, maintenance and control of fiscal and personnel record keeping systems. Principles and practices of governmental accounting, auditing, and budgeting. Federal, state, and local laws, rules, regulations governing accountability of funds in public agencies. District policies, rules and regulations. Basic budget preparation procedures.

**SUPERVISORY RESPONSIBILITIES:**

Ability to assign, review, plan, coordinate and guide the work of other employees; evaluate the work of employees and assist in the preparation of performance appraisals; promote staff development and motivation and to train staff; analyze problems that arise in the areas under supervision and recommend solutions.

**EDUCATION AND/OR EXPERIENCE:**

The following combination of training and experience providing the required knowledge and abilities is qualifying:



Minimum Education: AA degree or equivalent level college coursework in accounting, finance and business administration, or a closely related field with coursework in accounting. A Bachelor's degree in business or accounting (or closely related field) is highly desirable.

And;

Four (4) years of technical experience in governmental or private financial, accounting, personnel recordkeeping activities, general office administration sufficient to demonstrate the ability to perform a variety of administrative, personnel, and customer services. Government agency experience in these skill areas is preferable.

**LICENSE AND/OR CERTIFICATES:**

Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

**OTHER SKILLS AND ABILITIES:**

Knowledge of supervisory principles and practices; operation, administration, policies and procedures relating to government administration and finance; data management including word processing, spreadsheets and database systems.

**PHYSICAL DEMANDS:**

Ability to operate a variety of automated office machines; proficient typing and writing skills; exert light physical effort in sedentary to light work involving sitting most of the time but may involve walking or moving from one area to another or standing for brief periods of time.

Ability to exert negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects

The employee must occasionally lift and/or move up to 25 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.