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Bulletin Number 2941BR

Type of Recruitment Open Competitive Job Opportunity

Department Mental Health

Position Title BUDGET OFFICER, MENTAL HEALTH

Exam Number 247214

Filing Type Open Continuous

Filing Start Date 11/10/2011

Salary Type Monthly

Salary Minimum 7531.27

Salary Maximum 9877.18

Position/Program Information Under the direction of the Chief Financial Officer, oversees the daily activities and operational functions of the Budget Services Division.

Essential Job Functions

- Plans, assigns, supervises, and evaluates the work of the Budget Services Division and coordinates the work of the division with other branches of the department.
- Supervises and participates in the planning, development, implementation, and administration of the departmental budget programs.
- Coordinates the preparation of the departmental budget; recommends department-wide budget priorities, and implements and monitors the approved budget.
- Coordinates analyst activities for the developmental multi-year financial operating performance reports.
- Participates in the annual year-end financial compilations of actual operating performance and reporting to Executive Management, the Auditor-Controller, and the Chief Executive Office.
- Analyzes proposed State and Federal legislation impacting the departmental budget and recommends the department's position.

	Maintains liaison role concerning budgetary matters with representatives of other County departments for services, including the Chief Executive office and the Auditor Controller.
Requirements	Selection Requirements:
	A Bachelor's degree from an accredited* college or university in Accounting, Finance, Public or Business Administration, or a closely related field -AND- six (6) years of experience involving complex budgetary analysis, financial analysis, and performance monitoring and auditing. Three (3) years of the required budgetary experience must have been at the level of Fiscal Officer I** in a local governmental agency.
Physical Class	Physical Class II – Light: Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.
License(s) Required	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Desirable Qualifications	Experience in developing, preparing, and administering large budgets.
	Experience in Federal, State and County of Los Angeles financial operations and funding statutes, regulations, policies and procedures.
	Experience in developing effective financial control and report to aid in financial forecasting of operating costs and revenues.
	Experience in developing and implementing policies and procedures relating to budget/fiscal operation.
	Experience in providing trainings/mentoring staff in a budget or financial environment.
	Excellent leadership, managerial and interpersonal skills.
Special Requirement Information	Degrees must indicate the specialized field in order to be evaluated. Candidates whose educational degrees do not show the specialty must provide a written statement from their university/college indicating the educational specialty on the university/college's letterhead. A copy of your degree, transcripts or written statement from the Registrar's Office must be submitted AT THE TIME OF FILING.
	**Experience at the level of Los Angeles County's class of Fiscal Officer I is defined as directing the work of a moderate sized staff (20 or more) (A) in the operation of a moderate to large scale complex accounting program through a subordinate accounting officer or accountant functioning at a responsible level and (B) in the work of a group of related activities; and (C) in addition, has major substantive non-accounting financial or budgetary responsibility in a service department or institution having an annual budget of over \$10,000,000 or a finance centered department having annual cash transactions exceeding \$25,000,000.
Accreditation Information	*Accreditation: Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as <u>American Universities and Colleges</u> and <u>International Handbook of Universities</u> are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to

Examination Content	<p>degrees from United States accredited institutions by an academic credential evaluation agency recognized by <u>The National Association of Credential Evaluation Services</u> or the <u>Association of International Credential Evaluators, Inc. (AICE)</u>.</p> <p>This examination will consist of a qualifying assessment of each candidate's background on the basis of information submitted on the Los Angeles County online employment application and supplemental application form at the time of filing to determine the level and scope of the candidates preparation for this position. Candidates with the highest qualifications as determined by the screening process will be invited to the interview weighted 100%. The interview will assess the candidates' experience, personal fitness, general knowledge and abilities to perform the duties of the position.</p>
Special Information	<p>Candidate must achieve a passing score of 70% or higher on the interview in order to be placed on the eligible register.</p> <p>Appointees may be required to work any shift, including evenings, nights, weekends or holidays.</p>
Vacancy Information	<p>The resulting eligible register for this examination will be used to fill the vacancy in the Department of Mental Health.</p>
Eligibility Information	<p>The names of candidates receiving a passing grade on this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. No person may compete in this examination more than once every (12) months.</p>
Available Shift	<p>Any</p>
Job Opportunity Information	<p>Employment Eligibility Information: Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.</p> <p>Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.</p> <p>Record of Convictions: A full disclosure of all convictions is required. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.</p>

County of Los Angeles Information

Veterans Preference Credit: Veterans Preference Credit of 10 points will be added to the final passing grade in any open competitive examination if you are an honorably discharged veteran who served in the Armed Forces of the United States: · During a declared war; or · During the period April 28, 1952 through July 1, 1955; or · For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; or · In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. If you are unable to provide any documentation at the time of filing, the 10 points will be withheld until such time it is provided.

Equal Employment Opportunity: It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

Los Angeles County Child Support Compliance Program: In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

Americans with Disabilities Act of 1990: All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator at the number below.

Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number below.

The County will attempt to meet reasonable accommodation requests whenever possible.

Application and Filing Information

Fill out your application and supplemental application form completely. Provide any relevant education, training and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification. We may reject your application at any time during the selection process.

We may close this examination without prior notice.

INSTRUCTIONS FOR FILING ONLINE:

Applicants are required to submit a standard Los Angeles County Employment Application and supplemental application form **ONLINE**

ONLY to be considered for this examination. Paper applications and/or resumes can not be accepted in lieu of online applications, although resumes may be uploaded as attachments to online applications.

All applicants MUST complete the filing process ONLINE ONLY (via electronic submission). Applications will not be accepted by mail, fax, or in person.

To apply online click on the link below.

[**Budget Officer, MH**](#)

Click the link below for the supplemental application form:

http://file.lacounty.gov/dhr/ehr/cms1_168739.doc

Applicants must submit their applications and supplemental application form by 5:00 pm, PST., on the last day of filing.

This examination may close at any time.

Applicants must complete and submit their applications, upload required documents (e.g. supplemental application form, diploma, transcripts, training certificates, resume and/or additional examination related documents, etc.) as attachments (s) at the time of filing.

Note: If you are unable to attach the required documents, you may fax them to (213) 637-5892 within five (5) business days of online filing. Please include examination number and examination title.

Department Contact Name	Carla Harris
Department Contact Phone	213-637-4596
Department Contact Email	charris@dmh.lacounty.gov
ADA Coordinator Phone	213-738-2057
Teletype Phone	800-897-0077
California Relay Services Phone	213-738-2057
Alternate TTY Phone	800-899-4099

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