

New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 0298100

Assistant Director Financial Administration 1, M-1	0298100
Assistant Director Financial Administration 2, M-2	0298200
Assistant Director Financial Administration 3, M-3	0298300
Assistant Director Financial Administration 4, M-4	0298400

Brief Description of Class Series

Assistant Directors Financial Administration assist in planning, directing, and coordinating agency budgeting, expenditure control, finance, and business administration activities to ensure that financial resources under the jurisdiction of the agency are managed properly and in accordance with laws and regulations. These positions may serve as second-in command of the agency's entire finance operations and/or oversee one or more functional areas.

Distinguishing Characteristics

Assistant Directors Financial Administration at various levels have similar duties and responsibilities. The breadth, depth, combination, and significance of budgeting, fiscal, contract management, procurement, and support services programs supervised determine the number and level of positions classified in an agency.

Factors that determine the number and level classified include: size, complexity, and variety of the agency's programs as evidenced by the number and scope of major programs that directly impact the size of the budget, the number and level of funding sources, the administration of special funds, the diversity of program locations, and the frequency of program changes; number of employees; range of functions for which the Assistant Director is responsible including the extent to which responsibility goes beyond budgeting and fiscal planning, analysis, control, and reporting activities; level of the Director Financial Administration classified for the agency; and number, level, and composition of professional staff dedicated to the functional areas described above.

Assistant Director Financial Administration 1: oversees small agency budgeting, fiscal, and support services programs characterized by less diverse funding sources and program locations, and few program changes affecting the budget; or oversees one or more major functional areas at large agencies. For either assignment, incumbents supervise a small professional staff at the Associate Budgeting Analyst level and below.

Assistant Director Financial Administration 2: oversees medium-size and active agency budgeting, fiscal, and support services programs characterized by major programs that directly impact the size of the budget, diverse funding sources and program locations, and less frequent program changes affecting the budget; and supervises a sizeable number and higher level of professional staff at the Supervising Budgeting Analyst and Associate Budgeting Analyst level and below.

Assistant Director Financial Administration 3: oversees large and active agency budgeting, fiscal, and support services programs characterized by the increased number and scope of major programs that directly impact the size of the budget, large number and diversity of funding sources and program locations, and more frequent program changes affecting the budget; and supervises a sizeable number and higher level of professional staff at the Chief Budgeting Analyst level and below.

Assistant Director Financial Administration 4: oversees the largest and most active agency budgeting, fiscal, and support services programs characterized by the greatest number and scope of major programs that directly impact the size of the budget, the most funding sources and diversity of program locations, and constant program changes affecting the budget; and supervises the largest number and highest level of professional staff dedicated to the functional areas described above.

Related Classes

Accountants perform professional accounting tasks requiring knowledge of accounting principles and procedures. These positions perform and oversee staff who develop, examine, review, and analyze financial and accounting records including the preparation of financial reports and statements. They follow Generally Accepted Accounting Principles (GAAP) and design new or revise existing accounting systems. These positions may be assigned to oversee a broad range of accounting areas such as general accounting, accounts payable, purchase requisitions, vouchers, account reconciliations, and capital programs.

Budgeting Analysts prepare agency budget estimates, program justifications and workload forecasts, narrative and tabular reports indicating agency expenditure components; and monitor agency expenditures in normally assigned areas.

Contract Management Specialists negotiate, develop, prepare, review, implement, process, track and provide fiscal and administrative oversight of contracts. They audit and process contracts, procurements, claims and vouchers; approve and review contract payments to ensure that the payments are in accordance with contract terms; review contractor performance, including price adjustments, amendments, contract interpretation and contract compliance issues; review budget modifications and contract amendments to determine the impact on the contract and to ensure continued compliance with applicable regulations; and provide technical assistance related to New

York State's laws, rules, regulations and policies on contract administration to State agency staff, individuals, or organizations.

Directors Financial Administration plan, direct, and coordinate agency budgeting, expenditure control, finance and business administration activities to ensure that financial resources under the jurisdiction of the agency are managed properly and in accordance with laws and regulations.

Illustrative Duties

Manages and monitors agency financial management including: accounting, purchasing, expenditure control, budget development, and the administration and management of grant funds.

Oversees preparation, development, execution, and implementation of the annual budget.

- Reviews program area budget requests, monitor expenditures, and forecasts future revenue and expenditures.
- Oversees the development of fiscal analyses, cost projections, and spending plans.
- Monitors agency expenditures by directing the analysis of spending trends utilizing multiple reporting resources and compares actuals to projected expenditures accounting for known and unanticipated variances.

Supervises staff in the review, development, and preparation of contracts, procurements, and related documents.

- Manages the development, implementation, and maintenance of office policies and procedures to monitor and control the contract process.
- Reviews proposed contracts for fiscal and programmatic correctness, adherence to State policy, compatibility with agency programs and program goals, availability of funds, and appropriateness of rates.
- Manages contract funds and spending authority through the reconciliation of monthly expenditures and payments.
- Reviews budget modifications and contract amendments to determine the impact and ensure continued compliance with laws, rules, and regulations.
- Provides guidance, technical assistance, and training to staff to facilitate the contract and procurement processes.

- Reviews procurements, Requests for Proposals/Applications, Invitation for Bids, and Sole/Single Source Procurements; determines vendor selection and reasonableness of price; and develops Memoranda of Understanding with other agencies.

Manages the administration of grant funds.

- Oversees federal grant reporting, federal financial reports, and preparation of other required financial reports.
- Supervises the administration of State Grant-in-Aid contracts, including reviewing proposals for programmatic and fiscal correctness, and adherence to State policy.
- Prepares and reviews the procurement record for grants to ensure that applicable laws, rules, and regulations are adhered to and that the proposed contracts represent the best value to New York State.

Monitors and reports on cash disbursements for federal, General Fund, and Special Revenue Accounts.

Directs staff responsible for processing agency purchases, vouchers, fleet operations, and travel requests, ensuring that all requests and expenditures are reviewed and processed in a timely manner.

Meets with representatives from the Division of the Budget, Office of the State Comptroller, and other New York State agencies regarding fiscal policies and procedures.

Reviews and provides feedback, including potential fiscal implications, on State and federal legislation, agency policy directives, plans submitted to federal agencies, contracts, litigation, audit responses, and other programmatic and operational proposals.

Supervises lower-level budget, fiscal and clerical support staff, and perform the full range of supervisory responsibilities such as performance evaluations.

Minimum Qualifications

Assistant Director Financial Administration 1

Promotion: one year of permanent service in a financial management, accounting, contract management, or budgeting position allocated to Grade 18 or higher.

Assistant Director Financial Administration 2

Promotion: one year of permanent service in a financial management, accounting, contract management, or budgeting position allocated to Grade 23 or higher.

Assistant Director Financial Administration 3

Promotion: one year of permanent service in a financial management, accounting, contract management, or budgeting position allocated to Grade 25/M-1 or higher.

Assistant Director Financial Administration 4

Promotion: one year of permanent service in a financial management or budgeting position allocated to Grade 27/M-2 or higher.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 1/2022

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