

# New York State Department of Civil Service

DIVISION OF CLASSIFICATION & COMPENSATION

## Classification Standard

**Occ. Code 0299100**

<b>Director Financial Administration 1, M-1</b>	<b>0299100</b>
<b>Director Financial Administration 2, M-2</b>	<b>0299200</b>
<b>Director Financial Administration 3, M-3</b>	<b>0299300</b>
<b>Director Financial Administration 4, M-4</b>	<b>0299400</b>
<b>Director Financial Administration 5, M-5</b>	<b>0299500</b>
<b>Director Financial Administration 6, M-6</b>	<b>0299600</b>

### Brief Description of Class Series

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.

### Distinguishing Characteristics

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 level of position classified in an agency. Typically, no more than one Director Financial Administration is classified for an agency.

Factors that determine the 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 Director is responsible including the extent to which responsibility goes beyond budgeting and fiscal planning, analysis, control, and reporting activities; reporting relationship; and number, level, and composition of professional staff dedicated to the functional areas described above.

*Director Financial Administration 1:* oversees programs involving small and less complex budgets and characterized by less diverse funding sources and program locations; few program changes affecting the budget; and a small professional staff dedicated to the functional areas described above. Directors at this level typically work

under the direct supervision of administrators who are ultimately responsible for all budget and fiscal matters.

*Director Financial Administration 2:* oversees programs involving small to medium budgets and characterized by some diversity in funding sources and program locations; few program changes affecting the budget; and a small professional staff dedicated to the functional areas described above. Directors at this level typically work under the supervision of administrators who are ultimately responsible for their agencies' budget and fiscal programs.

*Director Financial Administration 3:* oversees programs involving medium and complex budgets and characterized by diverse funding sources and program locations; less frequent program changes affecting the budget; and an increased number and level of professional staff dedicated to the functional areas described above.

*Director Financial Administration 4:* oversees large and active programs encompassing the full range of budgeting and financial management activities and characterized by increased funding sources and diversity of program locations; more frequent program changes affecting the budget; and a higher number and level of professional staff dedicated to the functional areas described above. Directors at this level have responsibility for programs involving large and complex budgets, large and multi-faceted subordinate organizations, and agency operating programs that require the development and application of new approaches to the solution of fiscal problems.

*Director Financial Administration 5:* oversees very large and active programs encompassing the full range of budgeting and financial management activities and characterized by significant funding sources and diversity of program locations; more frequent program changes affecting the budget; and a higher number and level of professional staff dedicated to the functional areas described above. Directors at this level have responsibility for programs involving very large and complex budgets, large and multi-faceted subordinate organizations, and agency operating programs that require the development and application of new approaches to the solution of fiscal problems.

*Director Financial Administration 6:* oversees the largest and most active programs encompassing the full range of budgeting and financial management activities and characterized by the most funding sources and diversity of program locations; constant program changes affecting the budget; and the highest number and level of professional staff dedicated to the functional areas described above. Directors at this level have responsibility for programs involving extraordinarily large and complex budgets, very large and multi-faceted subordinate organizations, and operating programs that require the development and application of new approaches to the solution of fiscal problems.

## Related Classes

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.

## Illustrative Duties

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

Directs and coordinates the development, preparation, presentation, implementation and execution of the annual budget.

- Ensures that the budget addresses priorities, includes adequate funding for programs and operational needs, and is consistent with State and federal rules and regulations.
- Provides advice to agency management on the development of budgetary and fiscal policy, improvements in fiscal reporting, cost effectiveness of programs, and budget priorities.
- Ensures accurate assessment of spending trends, forecasting, and satisfaction of all deadlines for submittal, clearance, revisions, and implementation.
- Monitors and reports expenditures and spending justification; oversees assessment of cost reduction possibilities and effects, and implementation of cost cutting measures as directed by control agencies.
- Conducts financial and policy analyses to assess impact of proposed actions on major agency programs.

Manages and oversees contract, procurement, the administration and management of grant funding, and related activities.

- Ensures compliance with procurement and contract policies, State and federal regulations, and guidelines of oversight agencies.
- Oversees the monitoring systems, and the processing, accounting, auditing, and reporting functions pertinent to the Department's administration of State and federal funds.

- Ensures that appropriate payment and contract files are established and maintained, and that such records are retained in accordance with applicable record retention and disposition schedules.

Develops and implements financial policies and procedures for agency-wide use.

- Recommends and establishes policies and best practices to ensure appropriate standardized financial policies and fiscal controls for effective procurement, rate development and billing, payments, contracting, budgeting, and revenue collection.
- Develops proposed legislation affecting finances, and reviews and analyzes legislative and regulatory proposals.
- Establishes priorities and policies, and provides administrative oversight for the development and dissemination of fiscal policy to ensure compliance with State and federal laws and regulations and improve operations.
- Directs studies of financial controls with a focus on improving fiscal effectiveness and efficiencies to improve program management.
- Represents the Department in meetings with the Division of the Budget, Office of the State Comptroller, and other New York State agencies regarding fiscal policies and procedures.

Oversees the coordination and preparation of mandated federal and State reports. Responds to requests for information or analyses made by external fiscal agencies and committees.

Oversees 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.

Supervises lower-level budget, fiscal, accounting, contract management, procurement, and clerical support staff, and performs the full range of supervisory responsibilities such as performance evaluations.

### Minimum Qualifications

#### *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.

*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.

*Director Financial Administration 3*

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

*Director Financial Administration 4*

Promotion: one year of permanent service in a financial management, accounting, contract management, or budgeting position allocated to M-2 or higher.

*Director Financial Administration 5*

Promotion: one year of permanent service in a financial management, accounting, contract management, or budgeting position allocated to M-3 or higher.

*Director Financial Administration 6*

Promotion: one year of permanent service in a financial management, accounting, contract management, or budgeting position allocated to M-4 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 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