Senior Business Management Assistant, Grade 18

Brief Description of Class

Senior Business Management Assistants are responsible for the operations of an agency or facility business office. Incumbents are involved in such areas as budgeting, fiscal accounting, coordinating facility personnel staffing and transactions with regards to hiring process, time and attendance, workers compensation administration, contract management, and purchasing. Positions are classified primarily in facilities operated by the Office of Children & Family Services (OCFS).

Distinguishing Characteristics

Senior Business Management Assistant: full performance level; under the general direction of a Youth Facility Director or other higher-level supervisory staff, performs professional tasks in one or more of the above functional areas; may supervise administrative support staff.

Related Classes

Business Officers perform, coordinate, and oversee business, fiscal, and support service activities for facilities and programs operated by the Office of Mental Health and Office for People with Developmental Disabilities. Incumbents perform or oversee business and financial management functions related to accounting, budgeting, contract administration, inventory control, and purchasing; and plan and administer support service operations, which may include environmental services/housekeeping, nutrition/food service, maintenance, physical plant, safety and security, and transportation services.

Illustrative Duties

Performs, coordinates, and monitors facility business office activities; and assists in planning and administering support service operations.
• Assists in managing financial resources and accounts, which may include the preparation and administration of the facility's annual budget and financial plan.

• Conducts financial analyses and makes recommendations based on findings.

• Identifies spending trends, differences between actual and projected spending, and the reasons for such; and prepares cost projections and spending plans.

• Reviews and tracks expenditures; and prepares and evaluates financial data and reports to ensure compliance with applicable requirements.

• Assists in the development of budget requests; reviews budget proposals; discusses and clarifies information with facility managers; and prepares budget recommendations, estimates, and justifications.

• Researches and provides recommendations on vendors and cost-effective measures for acquiring goods, equipment, and services; and may meet with vendors and contractors to discuss potential purchases and negotiate pricing.

• Monitors inventory levels; reviews and approves purchase requests; advises on acquisition sources and requirements; and identifies and resolves discrepancies.

• Participates in, coordinates, and/or oversees contract and grant administration activities and procurement processes; reviews and evaluates financial documents and proposals; and monitors and approves payments and reports.

• Monitors contract performance through observations, cost reviews, and meetings with program staff.

• Participates in coordinating, evaluating, and overseeing the modification, repair, improvement, and furnishing of facility-owned and leased space, including required maintenance and other services provided by contract or facility staff.

• Provides technical assistance, guidance, and training to facility staff on business office policies and procedures.

Performs a variety of tasks pertaining to the appointment, assignment, and evaluation of facility staff.

• Processes new hires in accordance with Civil Service Law, and applicable rules, regulations and directives.

• Maintains facility employee rosters, processes employee counts to Home Office.
• Develops and maintains effective procedures for timely probationary performance evaluations and for annual employee work performance ratings and appraisals; sends completed paperwork to Home Office.

Serves as facility liaison for various employee services and issues including payroll, employee benefits, and time and attendance.

• Assists employees with Leave and Accrual Tracking System (LATS) issues and shows them how to use the system; audits timesheets for accuracy before forwarding to Home Office for filing and payment.

• Monitors and maintains records for long term leave; provides staff with necessary information and documentation to support their absences from work; sends written communications to staff requesting medical documentation or other required information to support absences from work.

• Communicates with Home Office and State Insurance Fund when necessary regarding employees out on leave.

• Monitors Workers Compensation claims/cases in combination with State Insurance Fund, Accident Reporting System, physician’s offices, and employees.

May represent the business office at meetings to present fiscal information and concerns; participate on committees and workgroups; assist in the development of business office policies and procedures; and perform the full range of supervisory duties for administrative support staff.

Minimum Qualifications

Open Competitive: bachelor’s degree and two years of experience overseeing the operations of an agency’s/corporation’s business office having at least 100 employees on its payroll. This experience must have been involved in more than one of the following areas: personnel and payroll, budgeting, fiscal accounting, purchasing and/or contract management.

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 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 requirements for appointment or examination.
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