

The County of Placer, California
is seeking a highly skilled professional for the position of

Chief Accountant

(Principal Management Analyst)

(Unclassified, Management)

COUNTY EXECUTIVE OFFICE



Annual salary: \$96,345 to \$117,104

Due to recent California Legislative action, your CalPERS Pension formula is dependent upon your hire date with Placer County.

Application materials must be submitted by: Friday, March 22, 2013 at 5:00 PM

THE POSITION

The current opening is for a Chief Accountant in the County Executive Office. This position is unclassified and, as such, serves at the pleasure of the Appointing Authority. The incumbent will primarily be responsible for planning, organizing and directing the day-to-day activities of department administration and fiscal management including budgets, contracts and internal controls and developing and monitoring internal department administrative policies. The incumbent in this position has primary responsibility for developing the County General Fund budget forecast and long term projections and monitoring cash flow and projecting year end fund balance. The incumbent in this position performs high level monitoring of County funds and has primary responsibility for working with the Auditor's Office on accounting issues and policies. As part of the executive management staff for the County Executive Office, the incumbent works closely with and may represent the County Executive in developing and/or furthering programs, and projects which promote the interests of both the County Executive Office and the County.

DEFINITION

To plan, direct, administer, and manage assigned teams; to develop, manage, monitor and review the activities of major and significant County-wide operations, projects and programs (i.e. public works, land use, etc) that often require working with complicated logistics of interdepartmental and/or interagency cooperation; to serve as a positive and motivational leader of professional and technical employees and to participate as a positive and cooperative team member.

DISTINGUISHING CHARACTERISTICS

The Management Analyst job series represents professional positions responsible for establishing, maintaining, and monitoring a variety of administrative policies, budget and fiscal processes, and organizational and legislative issues on a County-wide basis as well as providing a liaison with and support to departments as a representative of the County Executive Office. Positions within this job series are exclusive to allocation within the County Executive Office.

The Principal Management Analyst level (Chief Accountant) recognizes positions that provide full second-line direct supervision to a team(s) of professional, technical, and clerical employees within a work section and assumes substantive and significant

responsibilities for Countywide programs, projects, and/or initiatives as well as the on-going support for assigned departments.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the County Executive Officer or Assistant County Executive Officer or his/her designee.

Exercises direct supervision over professional, technical, and clerical staff.

ONE OF THE FASTEST GROWING COUNTIES IN THE STATE

The growth rate of Placer County continues to exceed that of California, the Bay Area and the greater Sacramento Area. In January 2011, Placer County had an estimated population exceeding 352,000 with an unincorporated population of over 108,000. The incorporated cities include Roseville (120,593), Rocklin (57,901), Auburn (13,410), Lincoln (43,248), Loomis (6,475) and Colfax (1,971). Prior to the economic downturn, Placer County's economy had seen impressive levels of job growth and significant increases in taxable sales. Its strong economic base and rather diversified industry composition mitigated some of the potential effects of the recession; and, the County has continued to encourage business start-ups and relocations to the area. The diverse geography encompasses the high country of North Lake Tahoe and South Placer which borders the Sacramento metropolitan area. One of Placer County's most important resources is its education system which includes a variety of public and private primary, secondary, and higher education institutions. Undergraduate and graduate programs are available from a variety of institutions throughout the area, including: universities, community colleges, technical schools and vocational training programs.

QUALITY OF LIFE

Placer County is a delightful place to live and work. The Placer County headquarters in Auburn is only 35 miles from Sacramento and 100 miles from San Francisco and Reno. Stretching from the suburban outskirts of the Sacramento Valley to the mountains of the North Lake Tahoe region, quality of life in Placer County is truly the key to its attractiveness. The County's expansive elevation and landscape encompasses valley grasslands, oak-covered foothills, and snow-capped mountains.



Recreational prospects abound in the County's numerous rivers, lakes, state parks and ski resorts. Three vibrant suburban communities make up the south and western areas of Placer County and offer world-class shopping and dining, cultural activities, and the chance to tee off at one of several championship golf courses. The foothills, home to the world-famous Gold Country, offer well-stocked rivers and tree-lined lakes. In the spring and summer months, adventure seekers can compete in the annual Western States Endurance Run/Ultra Marathon and the Western States Endurance Ride/Tevis Cup; search for gold on the American River; hike old wagon trails through the Tahoe National Forest and Auburn State Recreational Area; or enjoy the Big Tree Grove, waterfalls, camping, back-packing, and nature photography. Water enthusiasts of all skills levels can enjoy canoeing, kayaking, and white-water rafting trips on the picturesque American River. The High Country offers adventure as well as rest and relaxation. The resorts of North Lake Tahoe provide abundant opportunities for hiking, camping, mountain biking, horseback riding, and boating during the summer and fall seasons. Winter and early spring bring skiing, snowboarding, snowshoeing, ice skating, sledding, and snowmobiling in and around seven ski resorts, including the world-renowned Squaw Valley. Year-round entertainment and cultural activities are available at numerous musical and festival events, local galleries, theaters, museums, boutiques, specialty shops, farmers markets, and extensive wine-tasting venues. From east to west, Placer County offers open space for peace, quiet, or adventure to enjoy leisure time to the fullest.

The County's diverse landscape, moderate climate, stable geography, and low crime rate contribute to its high quality of life. Residents can be a short drive from work while enjoying the opportunity to live in a suburban community, a small town, a farm setting, or the urbanized valley. Moderate, dry days and cool nights characterize the summer months in Placer County. The County's rainy season occurs between November and April; but, excessive rainfall and damaging windstorms are rare. The Sierra Nevada snowfields offer beautiful scenery and winter recreation while providing a major source of water during the dry summer months. Ground stability is an important factor in relocation of both residence and business and Placer County is located in the state's lowest shaking hazard area. The Sacramento Region ranks among the lowest in the state for the probability of a major earthquake. The County's property crime rates are below the state average and the lowest when compared to the Sacramento Region and the Bay Area with a violent crime rate that is approximately half of the other areas' rates. Placer County residents enjoy high-quality, comprehensive medical services and are served by three major acute care hospitals. This distinctive area gives you the opportunity to explore the lifestyle of country living with big city convenience while bringing you closer to nature and surrounding you with history.

MINIMUM REQUIREMENTS

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in public administrative, administrative analysis, including two years of supervisory responsibility.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business or public administration, political science or a related field. A Bachelor's degree in Accounting or major coursework in Accounting is highly desirable.

License or Certificate:

May need to possess a valid California driver's license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required. A Certified Public Accountant (CPA) certificate is desirable.

A complete job description of the Chief Accountant (see classification Principal Management Analyst) available on our website at: www.jobsatplacercounty.com.

To learn more about the County Executive Office available at: <http://www.placer.ca.gov/Departments/CEO.aspx>.

COMPENSATION AND BENEFITS

Salary:

The monthly salary range for this unclassified management position is \$8,028 to \$9,758 paid biweekly (26 pay periods annually). A longevity increase of five percent is added to the salary after five years are obtained at the top step.

In addition, the County offers an attractive benefits package. The following information represents benefits available to permanent Placer County employees as of March 12, 2011. Please note that benefit levels and payment amounts are subject to change, based on County Executive Office/Board of Supervisors mandates.

Supplemental Compensation:

The County provides \$2,100 per calendar year in supplemental compensation to be utilized in the following ways: to pay for health and/or dental deductibles and co-pays, to pay for dependent care expenses, cash (this is considered taxable income), or in contributions to a 401 (k) plan.

Annual Leave:

The County provides management employees 72 hours of management leave to be used as time off or cash as well as a competitive vacation and sick leave package and thirteen (13) paid holidays per year. Additional hours of management leave are available based on annual salary multiplied by 4% less \$1,500 divided by the hourly rate of pay.

Health Insurance:

Health coverage is available through CalPERS with the County paying a major portion of the cost for the employee as well as dependents. Health care benefits are also available in retirement.

Dental and Vision Insurance:

Dental and vision insurance are fully paid by the County for the employee and dependent dental and vision coverage is also available.

Life Insurance:

A fully paid double indemnity life insurance policy of \$50,000 is provided for the employee. An accidental death policy of \$10,000 is also fully paid by the County.

Retirement Plans:

Employees are covered by Social Security and the California Public Employees' Retirement System (CalPERS). Due to recent California Legislative action, your CalPERS Pension formula is dependent upon your hire date with Placer County. Both a 457 deferred compensation plan and a 401(k) plan are available at the employee's option.

APPLICATION PROCESS

To be considered for this excellent career opportunity, please complete and submit the on-line application for employment with the Placer County Personnel

Department. **This recruitment will close on Friday, March 22, 2013 at 5:00 PM.** Applications can be submitted via the County's website at www.jobatplacercounty.com. Appointment to this position will be contingent upon successful completion of a post-offer pre-employment background investigation, including fingerprint clearance, and physical examination.

EMPLOYEES OF OTHER PUBLIC AGENCIES

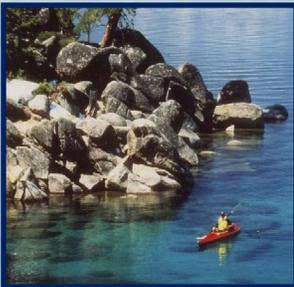
Placer County now offers an expedited process for qualifying certain applicants for interviews. Candidates currently employed, or employed within the last year, by a public agency operating under a personnel civil service or merit system may be eligible to be placed on a Public Agency Eligible List and certified as eligible for appointment to a similar job assignment without going through the examination process. For more information on the Public Agency Eligible List, to download forms, or to apply, please visit our website at: www.jobaps.com/placer/sup/abfreenames.asp.

SELECTION PROCESS

The County Executive Office will review the submitted application materials of all applicants and will contact the most highly qualified applicants to schedule a hiring interview with the department executive staff.

PERSONNEL DEPARTMENT

Equal Opportunity Employer
145 Fulweiler Avenue, Suite 200
Auburn CA 95603
Main Telephone: (530) 889-4060
www.placer.ca.gov/Departments/Personnel.aspx



Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment and retaliation is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance. Please contact the Personnel Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

THE COUNTY OF PLACER HAS A NO SMOKING POLICY FOR ALL COUNTY FACILITIES.