

COUNTY OF SAN DIEGO

THE NOBLEST MOTIVE IS THE PUBLIC GOOD



MANAGER, AUDITOR AND CONTROLLER REVENUE & RECOVERY

Revenue & Recovery/Enforcement Division

Starting Pay Range \$80,000 to \$90,000

Excellent Benefits Package

MANAGER, AUDITOR & CONTROLLER | COUNTY OF SAN DIEGO

REVENUE & RECOVERY | ENFORCEMENT DIVISION

The Auditor and Controller Department of the County of San Diego is seeking on line applications and résumés from qualified individuals for Manager, Auditor & Controller, to fill a current vacancy in the Revenue & Recovery, Enforcement Division.

This is an outstanding and exciting career opportunity in a complex and dynamic environment for an exceptionally qualified, highly motivated and enthusiastic individual. This position is responsible for a broad variety of functions and requires excellent management, problem solving, technical and customer service skills.

This unclassified management position reports to the Auditor and Controller Director of Revenue and Recovery and responsibilities include:

- Planning, organizing, directing administrative and operational activities of the Enforcement Division team, who performs a variety of enforcement, legal, financial, and collection related functions regarding debts owed to County, victims of crime, the Courts and other stakeholders.
- Formulates and implements policy, procedures and control for the assigned division units and ensures compliance with all laws and regulations.
- Works closely with Director and Revenue & Recovery's management/leadership team regarding strategic planning, identifying and establishing priorities and new initiatives to optimize resources and support a thriving organizational culture.
- Prepares, supervises and/or provides input into the preparation of the division budget, revenue projections, operational and financial reports. Establishes and reports key performance indicators and benchmarks and develops budgetary forecasts for the division.
- Coordinates divisional services with County departments and public/private agencies and establishes and maintains effective internal and external partnerships and strong working relationships.
- Oversees and coordinates integration, upgrades, updates and improvement of collection and other County systems and processes including developing and maintaining policies, procedures, process and data flows.
- Evaluates divisional supervisory staff work, establishes measures of performance, mentors and coaches.
- Reviews and analyzes various financial, political and legislative developments that affect the division and the office and identifies business process reengineering improvement opportunities.
- Reviews, interprets and oversees drafting of legal documents/instruments.

THE IDEAL CANDIDATE

The ideal candidate will possess a professional history that demonstrates the following leadership competencies and attributes:

- Well organized, plans and prepares in a thorough fashion
- Self-Starter, self-motivated, and open-minded
- Thinks globally in problem solving and plans development
- Takes initiative and works to promote innovation
- Fosters growth to achieve standards of excellence and continuous improvement
- Excels in collaborating and working cooperatively with all stakeholders
- Possesses knowledge and skills necessary to efficiently and effectively lead
- Positively engage and mentor others to achieve superior results and deliver exceptional customer service

Please [click here](#) for additional information on the job classification for Manager, Auditor & Controller.

MINIMUM QUALIFICATIONS

Qualifying candidates will possess a bachelor's degree from an accredited college or university, or certified equivalency for foreign studies, AND, five (5) years of experience that demonstrates the ability to perform the essential functions of the classification, which must include two years of management or supervision; OR, a combination of experience and/or education.

Note: A master's degree or higher degree may substitute for a total of one year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis.

Note: Qualifying experience will include CAO Staff Officer or Project manager experience that involves leading projects.

COMPENSATION

The annual salary range upon appointment for this position will be \$80,000 to \$90,000.

To view the full salary range for this classification, [click here](#).

BENEFITS

- Fifteen days of paid vacation, thirteen days of paid sick leave, and thirteen paid holidays.
- Medical, dental, and vision insurance plans.
- Disability Insurance, Life Insurance, and Accidental Death/Dismemberment Insurance.
- Flexible Management Benefit Package – a monthly credit may be used to select benefits from a group of options.
- Defined benefit retirement program.
- Reciprocity with other governmental retirement systems may be granted; for further information, the website for the San Diego County Employees Retirement System can be accessed [here](#).
- May be eligible for relocation allowance.
- Deferred Compensation Program (457) and 401(a) plans.

AUDITOR AND CONTROLLER

The Auditor and Controller of the County of San Diego provides superior financial services for the County of San Diego that ensure financial integrity, promote accountability in government, and maintain the public trust.

The Auditor and Controller is the leading financial management resource of the County whose long-term objective is to continue to broaden our role of controller into a provider of value-added financial services. Governed by the overriding principles of fiscal integrity, customer service, and continuous improvement, the Auditor and Controller has four primary responsibilities, including maintaining accounts for the financial transactions of all departments and of those agencies or special districts kept in the County treasury in accordance with County Charter, Government Code and generally accepted accounting principles; audit services; professional accounts receivable and collection services; and accounting services that advances the goals and visions of the Board utilizing the General Management System and County's Strategic Plan.

The Office of Revenue and Recovery (ORR) is the designated collection agency for the County of San Diego. As a division of the Auditor and Controller Department, ORR is responsible for the management, collections, and accounting of over \$130 million in receivables owed to the County for a variety of programs and services.

The Office of Revenue and Recovery is a Comprehensive Collections Agency as defined in California Penal Code 1463.007. Its mission is to provide cost effective and efficient accounts receivable management services by maximizing the recovery of debt while minimizing costs.



THE COUNTY OF SAN DIEGO

The mission of the County of San Diego is to provide the residents of San Diego County with superior County services in terms of quality, timeliness, and value in order to improve the region's Quality of Life.

- The County covers 4,261 square miles, extending 75 miles along the Pacific Coast from Mexico to Orange County and inland 75 miles to Imperial County along the international border shared with Mexico.
- San Diego enjoys a wide variety of climate and terrain, from coastal plains and fertile inland valleys, to mountain ranges, forests, and the Anza-Borrego Desert. The average annual rainfall is only 10 inches.
- The County is governed by a five-member Board of Supervisors elected to four-year terms in district, non-partisan elections.
- There are 18 incorporated cities and a large number of unincorporated communities.
- County services are provided by five business groups, that are headed by General Managers, who report to the Chief Administrative Officer (CAO).
- The County has a budget of \$5.40 billion and provides services to the residents of the County through its nearly 17,000 employees in 42 different departments.

GENERAL MANAGEMENT SYSTEM

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). For more information regarding GMS, please [click here](#). The successful candidate must have a general understanding of the General Management System.

APPLICATION PROCESS AND RECRUITMENT SCHEDULE

Applications may be accessed and submitted on-line. To apply, go to www.sdcounty.ca.gov, then link to jobs; or [click here](#).

In addition to completing the application, please submit an updated résumé indicating academic degrees held and dates conferred, employment history and positions held, dates of service, areas of experience, levels of responsibility, reporting structure, key duties performed, number of direct reports or staff, and salary information.

Applications and résumés will be initially screened for minimum qualifications. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation.

SPECIAL NOTES

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract. Qualified women, minorities, and persons with disabilities are encouraged to apply. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

NOTES

The County of San Diego and its employees embrace the Live Well San Diego vision: A region that is Building Better Health, Living Safely and Thriving. Click here for more information: www.livewellsd.org.



Under California Government Code Sections 3100 - 3109, public employees are designated as **disaster service workers**. The term "public employees" includes all persons employed by the state or any *county*, city, state agency, or public district. Disaster service workers are required to participate in such disaster service activities as may be assigned to them by their employer or by law.

CONTACT INFORMATION

You may direct any questions regarding the application and selection process to Miezelle Espinoza, Human Resources Analyst, Department of Human Resources, Miezelle.Espinoza@sdcounty.ca.gov.

For questions regarding the position, please contact Susan Budzien, Sr. Departmental Human Resources Officer, Susan.Budzien@sdcounty.ca.gov.

County of San Diego
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