



Fire & Emergency Services Analyst Fire & EMS

FIRE-EMS/16 - 214

JOB SUMMARY

This position is responsible for the administration of the division budget and for the coordination of other administrative functions.

MAJOR DUTIES

1. Compiles all department budget data from staff; enters budget data and completes the annual budget process; monitors budget expenditures on a daily basis and provides analysis to department managers; processes change and transfer forms for approval; cooperates with assigned financial analyst to reconcile budget entries and review expenditures.
2. Provides audit and reconciliation support for the P-Card process; receives and receipts money from customers as required.
3. Responds to Human Resources Department requests for information; processes FMLA documentation, Workers' Compensation documents, and state separation notices.
4. Responds to department personnel regarding medical insurance, dental and vision reimbursement plans, salary, or payroll issues.
5. Provides assistance with EMS billing, revenue projections, and refund activities as required.
6. Monitors and oversees confidential personnel files and file archives for the department.
7. Makes travel arrangements; handles confidential information; attends staff, department and information meetings.
8. Serves as primary back-up for the division payroll process.
9. Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of the principles and practices of records retention and management.
2. Knowledge of modern office practices and procedures.
3. Knowledge of the Open Records Act.
4. Knowledge of personnel laws and county and department personnel procedures.
5. Knowledge of budgeting, financing, and accounting procedures.
6. Knowledge of computers and job related software programs.
7. Knowledge of standard accounting practices, financial analysis and management.
8. Knowledge of department payroll procedures and processes.
9. Skill in preparing and monitoring budgets.
10. Skill in the modern office equipment.
11. Skill in oral and written communication.

SUPERVISORY CONTROLS

The Deputy Chief assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include relevant federal, state and county laws, ordinances, policies, procedures and guidelines. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied administrative duties. Strict regulations and the need for accuracy contribute to the complexity of the position.

- The purpose of this position is to provide administrative support for the division's budget, payroll, and other related functions. Success in this position contributes to the effectiveness of division operations.

CONTACTS

- Contacts are typically with co-workers, members of other fire and EMS agencies, attorneys, vendors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and justify or defend matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, bending, crouching, walking or stooping. The employee occasionally lifts light objects.
- The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

SPECIAL CERTIFICATIONS AND LICENSES

- Possession of a valid State of Georgia driver's license (Class F) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE

- Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE

- The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE

- In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post-accident, and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute, or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.

