



KERN COUNTY PROBATION DEPARTMENT

Policies And Procedures

TITLE: Division Director of Fiscal, Research and Planning		Article: 1203.03	
APPROVED: TR Merickel, Chief Probation Officer			
EFFECTIVE: January 2017	REVIEWED: July 2018	REVISED: January 2017	UPDATED: January 2017

POLICY

This position is responsible for a variety of administrative, business management procedures and policies, research and planning within the Probation Department. The Division Director of Fiscal, Research and Planning (FRP) advises and assists the Chief in fiscal management and control, data collection and analysis, research activities, strategic planning initiatives, and implementing effective systems to provide for the changing needs of the department. The Division Director of FRP is responsible for the organization and operation of Fiscal Services which coordinates all budget request preparation, appropriation, expenditure, and fiscal management of departmental resources as well as the Research Analysis and Data unit.

The primary responsibilities of the Division Director of FRP are:

I. ADMINISTRATION

- A. Assist in the development of departmental policies and procedures by introducing fiscal impact data.
- B. Assist the department in placing necessary action items on the Board of Supervisors' agenda.
- C. Develop financial statements and statistical reports related to grants and revenue projects.
- D. Represent the Probation Department on fiscal and audit matters with federal, state, and county agencies.

II. FISCAL

- A. Advise the Chief Probation Officer during the development of the annual departmental budget.
- B. Prepare and monitor the departmental budget and recommend appropriate control strategies
- C. Review and coordinate division budgets with Division Directors.
- D. Manage Fiscal Services functions, which include procurement, accounting and bookkeeping operations, billing and collections, assessments, restitution payments, fines, federal and state grants, and maintenance reimbursement charges.

- E. Develops, executes and oversees financial control systems; evaluates the adequacy of the fiscal controls in accurately reflecting actual fiscal conditions and operations.
- F. Develop cost analysis for submission with requests for financial assistance to various federal, state, county, and municipal agencies.
- G. Develop first draft contracts with vendors and other agencies.
- H. Review contracts offered by vendors and other agencies recommendations regarding acceptance or rejection.
- I. Develop strategies for fiscal control on all accepted contracts.
- J. Consult with County Administrative Officer's staff on fiscal matters.

III. RESEARCH, ANALYSIS AND DATA

- A. Plan, organize, supervise and direct the work of the Research, Analysis and Data of the department.
- B. Develop and maintain statistical and financial data, conduct highly complex studies and perform analysis on complex financial, administrative, organization, operations, and policy and procedural matters; develop recommendations on appropriate course of actions to be taken.
- C. Oversee and manage the Research, Analysis and Data unit and coordinate the interaction and work between departmental divisions and other county departments, public and private agencies.
- D. Oversee liaison support for the County Community Corrections Partnership (CCP) functions, funding, and activities.
- E. Identify, coordinate and prepare grant submissions.

IV. PERSONNEL

- A. Supervise the maintenance of accounting records for billing to and collection from federal, state, and local agencies.
- B. Assist in the selection and hiring of FRP staff.
- C. Train and evaluate FRP staff. Train other departmental staff upon request.
- D. Assist in the determination of advancement of FRP staff.