

**CITY OF LOS ANGELES
CIVIL SERVICE COMMISSION**



CLASS SPECIFICATION
POSTED JUNE 1999

1-24-97

PRINCIPAL DEPUTY CONTROLLER, 9653

Summary of Duties: A Principal Deputy Controller, under administrative direction, performs difficult, complex and responsible administrative duties in the Office of the Controller; has general supervision over the accounts of all officers, boards and employees of the City who receive, collect or disburse money of the City, and prescribes the methods of installing, keeping and rendering all accounts; applies sound supervisory and management principles and techniques in building and maintaining an effective work force; and fulfills affirmative action responsibilities.

Distinguishing Features: The Principal Deputy Controller assists in the administration of all functions and activities of the Office of the Controller. An employee of this class directly supervises the division supervisors and indirectly supervises all subordinate personnel engaged in accounting and management services. In the absence of the Chief Deputy Controller, the Principal Deputy Controller will assume the duties and responsibilities of the higher level position.

Examples of Duties: A Principal Deputy Controller:

- ! Directs the activities of the Controller's Office in the absence of the Controller and Chief Deputy Controller;
- ! Assists in the administration of the Department's fiscal, administrative and personnel functions;
- ! Plans, directs, coordinates and reviews the work of management services and accounting through divisional supervisors;
- ! Interprets policies and procedures of the Controller's Office, City Charter, laws and ordinances pertaining to the financial administration of the City of Los Angeles;
- ! Recommends the establishment or change of departmental policies;
- ! Directs the preparation of, and reviews budget estimates, financial reports and special studies;
- ! Represents the Controller's Office before various governmental bodies including the City Council and its committees;
- ! Serves on steering committees for data processing systems and other committees;
- ! Confers with representatives of other governmental agencies, City departments, elected officials and private concerns on financial or administrative matters.

May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- ! Theories and practices of governmental and commercial accounting and auditing;

- ! Automated accounting systems with large on-line capabilities, systems analysis and the financial structure of the City of Los Angeles;
- ! The principles and practices of public financial administration;
- ! Management principles and practices, including planning, delegating, and controlling the work of subordinates;
- ! The City Charter, laws and ordinances relating to the financial administration of the City government;
- ! Laws and regulations relating to equal employment opportunities and affirmative action;
- ! Administrative principles and practices and of supervisory techniques;
- ! Safe office practices as they relate to subordinate personnel.

A working knowledge of:

- ! City personnel rules, policies and procedures;
- ! The utilization of data processing methods in the maintenance of accounting records and the financial systems of the City including Cash Management.

A general knowledge of:

- ! Memoranda of understanding as they apply to subordinate personnel.

The ability to:

- ! Outline and prepare comprehensive reports and to analyze the financial reports of large governmental units;
- ! Deal tactfully and effectively with the public, government officials and subordinates.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

Minimum Requirements:

1. Two years of full-time paid experience with the City of Los Angeles as a Fiscal Systems Specialist or in a professional accounting or financial auditing classification at least at that level; or
2. Graduation from a recognized four year college or university with specialization in accounting, and two years of full-time paid professional experience in managing a centralized accounting operation, including disbursement operations, which is at least equivalent to the class of Chief Accountant Controller in the City of Los Angeles.

Appointment to the class is subject to a one year probationary period as provided by Section 109 of the City Charter.

License: A valid California driver's license and a good driving record may be required.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.