

**KITSAP COUNTY  
CIVIL SERVICE COMMISSION  
RESOLUTION NO. 100 -2021**

**A RESOLUTION CHANGING THE CIVIL SERVICE SECTION 2.1.01  
UNCLASSIFIED SERVICE**

**WHEREAS**, pursuant to RCW 41.14.070 the Kitsap County Sheriff has the authority to designate up to eight (8) appointed unclassified positions based on the number of positions created and existing in the Sheriff's office.

**THEREFORE, BE IT RESOLVED**, by the Civil Service Commission of Kitsap County, Washington:

1. Civil Service Rules Section 2.1.01 Unclassified Service is amended as noted in the following underlined and strikethrough text:  
Up to ~~six (6)~~ eight (8) appointed positions which are exempt from the provisions of these Rules and Regulations pursuant to RCW 41.14.070. The Sheriff shall notify the Commission in advance through the Chief Examiner of all positions that are appointed as unclassified, and keep the commission apprised of changes or revisions.
2. Civil Service Rules Appendix A shall be amended to include the additional unclassified position of Chief Civil Deputy.
3. Effective upon signature.

**ADOPTED** this 1st day of February 2021.

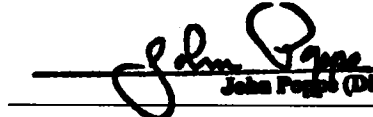
**CIVIL SERVICE COMMISSION BOARD  
KITSAP COUNTY, WASHINGTON**

  
\_\_\_\_\_  
**Timothy W. Thomas (District 2)**

Timothy W. Thomas (District 2) Chair


  
\_\_\_\_\_  
**Robert Forbes (District 1)**

Robert Forbes (District 1) Commissioner

  
\_\_\_\_\_  
**John Poppe (District 3)**

John Poppe (District 3) Commissioner

**ATTEST:**

  
\_\_\_\_\_  
Kathie Thoma  
Civil Service Secretary



KITSAP COUNTY  
Revision Date: May 8, 2017

# CHIEF CIVIL DEPUTY [FINANCIAL MGR] - CLASSIFICATION NON UNION

Class Code:  
FS6 - NON

Bargaining Unit: NON REPRESENTED

## SALARY RANGE

\$78,520.00 - \$110,947.20 Annually

### OVERVIEW:

#### Class Summary

The responsibilities of this classification include managing complex professional level accounting activities; managing County-wide and/or department specific financial and accounting operations to include major funds, grants, and contracts. This classification assures compliance with governmental regulations and County policies in assigned areas. Incumbents have complete accounting responsibility for a major fund(s) and the maintenance of all associated accounting systems and data in compliance with the requirements of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS) or preparing the county-wide cost allocation and indirect cost plans or leading a team of accounting staff in a significant functional area. Incumbents prepare and finalize financial and management reports, provide information for the budgeting process, and prepare year-end accruals. Incumbents are responsible for overseeing and managing the day to day operations of a County program including implementing, administering, assigning and coordinating resources, staff and activities.

#### Distinguishing Characteristics

This is the management level position in the Fiscal Series. It is a single-level classification that is responsible for overseeing centralized finance functions and related centralized business functions. This classification is responsible for implementing, administering, assigning and coordinating project and program resources, staff and activities; providing technical expertise; and analyzing and evaluating the impact of policy actions on the program managed. Manages the professional accounting, technical/clerical accounting and budget work to provide management with necessary financial information. Responsible for the overall financial coordination, financial compliance, and day-to-day management of financial and accounting operations, such as grants, contracts, and payroll/human resources systems.

#### Examples of Duties (May vary by position)

- Manage and oversee all accounting operations for assigned area.
- Supervises staff; prioritizes, assigns and monitors work; evaluates performance; initiates and implements decisions regarding employee selection and discipline; ensures resources are available for department operations and provides staff training and cross-training.
- Supervise and coordinate the accounting functions in the areas of grants and funds management, AP/AR, timekeeping, job costing, labor distribution, contract management, purchasing, and fiscal reporting.

- Develop procedures for handling accounting and financial activities including pre-audit, posting of expenditures and revenues, payroll, and other related activities.
- Prepare a variety of complex reports, statements and documents for major County financial projects such as County's annual Comprehensive Annual Financial Report (CAFR), year-end projections and special management financial review.
- Perform other duties as assigned

**Knowledge/Skills/Abilities (May vary by position)**

- Knowledge of Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS)
- Knowledge of Federal, State and local laws, regulations and ordinances pertaining to public fiscal affairs and general and special fund accounting
- Knowledge of related Federal, State and County requirements
- Knowledge of budgeting techniques and principles
- Knowledge of auditing and internal control techniques and principles
- Knowledge of project management techniques and principles
- Knowledge of and skill in governmental accounting
- Knowledge of accounting structure, policies and operating programs of the county
- Knowledge of and skill in applying various financial and accounting principles, practices and methods
- Knowledge of various automated financial management systems
- Knowledge of and ability to apply federal, state, and local legislative guidelines
- Knowledge of and skill in applying theories, principles and practices of payroll administration (some positions)
- Skill in utilizing computerized, manual, and automated financial management systems
- Skill in interpreting laws, regulations, agreements, ordinance codes and resolutions
- Skill in creating complex computerized spreadsheets and word processing documents
- Skill in evaluating and recommending internal controls

**Desirable Qualifications**

- Bachelor's Degree in accounting, business administration or directly related field, six years of fiscal and accounting experience related to area of assignment, and at least three years supervisory or management experience.
- Certified Public Accountant (CPA) desirable
- Certified Public Finance Officer (CPFO) desirable
- Additional education, licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required.

Physical Requirements