

City of South San Francisco
Human Resources Department

Database Business Systems Specialist
Class Description

Definition

Under general supervision, accesses human resources, payroll and financial system users information management needs and design custom, standard or ad-hoc reports required to ensure efficient and effective business operations for end users; maintains and troubleshoots various data bases to ensuring their proper function; processes various financial transactions; prepares and reconciles financial and accounting records and reports; and performs related duties as assigned.

Distinguishing Characteristics

This classification is assigned to the Finance Department and is responsible for working closely with various database users to assess their business need for various custom, standard and ad-hoc management reports. This is a paraprofessional classification requiring well developed office support and database management skills related to the operation, maintenance and the development of a wide variety of ad-hoc, customized and standard reports as well as the ability to work independently and use appropriate judgment to help users solve complex business problems. This class is distinguished from the Computer Services Technician in that the latter has responsibility for hardware installation and operating systems; it is further distinguished from the Accounting Assistant I/II in that this classification requires knowledge and skill in the use of various data-base systems structures and the ability to use various computer report writers to test and prepare user end management reports.

Typical and Important Duties

Duties may include, but are not limited to, the following:

1. Provides technical assistance to financial, payroll, human resource, business license system users in developing management reports using various Finance Department data-bases; troubleshoots data-bases and reports to ensure accurate data.
2. Prepares, develops and implements on-going reports using various tools including Crystal and application specific report writing software.
3. Works with staff from various City departments to analyze data management and report needs; develops ad-hoc, customized or standard reports; works closely with staff from operating departments to gain an understanding their business systems and operations to ensure that their database management needs and reports are properly addressed; writes and documents technical procedures used to prepare standard, custom and ad-hoc reports.
4. Maintains various database structures by updating the chart of accounts, budget codes, and vendor and account numbers to ensure accurate and timely financial reporting; adds new users to access to databases and applies standard database management security principles to control access and permissions to use various modules.
5. As assigned, provides support to the Finance Department's or City's information management help desk.

6. Updates the Finance Department's web page to ensure timely access to various reports, documents and other departmental information.
7. Independently performs work in one or more of the following areas: accounts receivable, accounts payable, payroll, budgeting or business licensing, in addition to performing a variety of customer services, record keeping, reconciliation and finance report preparation.
8. Processes accounts payable; assigns purchase order and vendor numbers; reviews invoices and receiving reports for accuracy and appropriate authorization; ensures that funds are budgeted and available and prepares documentation required for payment.
9. Reviews payroll records for completeness and accuracy; resolves problems and enters data into the payroll system to produce the City's payroll.
10. Provides information to business owners regarding business license requirements and fees; processes license applications and renewals; receives and receipts payments and prepares license certificates.
11. Posts receipts, encumbrances and expenditures to various accounts; reconciles accounts and prepares general ledger entries.
12. Prepares and distributes payroll tax forms and 1099's on an annual basis.
13. Answers questions, provides information regarding procedures and regulations and assists the public at the Finance Department counter and over the telephone.
14. Records and verifies a variety of financial transactions; prepares and maintains records and a variety of periodic and special financial, accounting and statistical reports.
15. Enters and retrieves information using standard word processing and spreadsheet software.
16. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Information management database systems and structures commonly used in local government finance operations.
- Crystal report writer and other application specific report writing tools.
- Query languages such as SQL.
- Microcomputer software applications including spreadsheets, word processing, presentation graphics, email and calendar functions.
- Business systems and processes and information management requirements for user-end departments.
- Terminology and practices of financial and accounting document processing and record keeping.
- Records management principles and practices.
- Techniques for dealing effectively with the public, vendors, contractors and City staff in person and over the phone.

Ability to:

- Prepare standard, customized, standard and ad-hoc data management reports using Crystal and other report writers.
- Properly use query languages including SQL.
- Understand the business processes used in various operating department to ensure that data management reports are appropriately designed to meet operating needs.

- Correctly use various software applications including spreadsheets, word processing and other applications.
- Update the Finance Department's web site when necessary.
- Perform detailed accounting and financial office support work accurately and in a timely manner.
- Interpret, apply, and explain policies and procedures.
- Make accurate arithmetic, financial, and statistical computations.
- Communicate effectively in writing, orally, and with others to assimilate, understand and convey information in a manner consistent with job functions.
- Use initiative and independent judgment within established procedural guidelines.
- Learn and utilize specific City computer applications.
- Organize own work, set priorities and meet critical time deadlines.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain cooperative working relationships with those contacted in the course of the work.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments and the public.
- Take a proactive approach to customer service issues.
- Work in a safe manner, following City safety practices and procedures.
- Maintain confidentiality regarding sensitive information.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the required knowledge, skills and abilities would be:

Experience:

Three years of experience in performing financial database systems maintenance functions including preparation of user-end reports utilizing report-writer tools and various query languages such as SQL; two years of the experience shall include progressively responsible accounting and financial document processing and record keeping.

Training:

Equivalent to graduation from high school supplemented by course work related to database management and basic accounting and computer applications.

Licenses and Certifications

All licenses and certifications must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid, appropriate California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment including a computer; sit, stand, walk, kneel, crouch, stoop, squat, and maintain standard posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone; lift and carry 35 pound boxes, files and materials.

Work Environment: Mobility to work in a typical office setting

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours for meeting attendance or participation in specific projects or programs.

Approved:	October 2010
Revised Date:	
Former Titles:	
Abolished:	
Bargaining Unit:	Confidential Unit, Teamster Local 856
ADA Review:	September 2010
DOT:	No
Physical:	Class 3
Status:	Classified/Non-exempt
EEOC Category:	EF1\EJ3
Job Code:	O405

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. SDE
5. MWE
6. SDE
7. SWE
8. SWE
9. SME
10. SME
11. SWE
12. SME
13. SME
14. SDE
15. SDE
16. MDE