

# MEMORANDUM

TEXAS DEPARTMENT OF FAMILY AND PROTECTIVE SERVICES

**TO:** Howard G. Baldwin, Jr.  
DFPS Commissioner

**FROM:** De'Quinna' Moore  
Section Lead  
Region 12 Contracts

**SUBJECT:** Title IV-E Foster Care Contract with  
Texas Juvenile Justice Department

**DATE:** August 14, 2012

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This contract is for Title IV-E services provided by the Texas Juvenile Justice Department, through its' subcontractors and state facilities. The purpose is to provide foster care maintenance, administrative services and staff training..

This contract has effective dates of October 1, 2012 through September 30, 2013. The contract boilerplate was approved by DFPS Legal on July 26, 2012 (attached) and by CPS Program on March 30, 2012 (attached).

This communication is for your signature to fully execute the contract

**State of Texas**  
**Interagency Cooperation Contract**  
**530-12-0224-00001**

**Service Type:** Title IV-E Services - Foster Care Maintenance, Administrative and Training

This Interagency Cooperation Contract ("Contract") is entered into between the State agencies shown below as Contracting Agencies, pursuant to the authority granted in compliance with the Interagency Cooperation Act, Chapter 771, Texas Government Code.

**1. CONTRACTING PARTIES**

**1.1. The Receiving Agency:** Texas Department of Family & Protective Services

**1.1.1. Contact Person:** DFPS Region 12 Contracts (MC-541), P.O. Box 149030, Austin, TX (512) 438- 3658

**1.2. The Performing Agency:** Texas Juvenile Justice Department (TJJD)

**1.2.1. Contact Person:** Title IV-E Division Director, 4900 N. Lamar, Austin, TX 78751, (512) 424-6130

**2. STATEMENT OF SERVICES TO BE PERFORMED**

Title IV-E Juvenile Justice Administration services to be performed as provided for in Attachment A - Statement of Work.

**3. BASES FOR CALCULATING REIMBURSABLE COSTS**

The agencies shall rely on Article 1.1, 2.1-2.5, and 3.1-3.3 and Attachment B for calculating costs that are reimbursable under this Contract.

**4. CONTRACT AMOUNT**

The total amount of this contract shall not exceed \$8,701,145.00.

**5. PAYMENT FOR SERVICES**

Services shall be paid upon the receipt of properly completed invoices from Performing Agency as provided for Article 2.1-3.8 in Attachment A and Attachment B.

In accordance with Texas Government Code Chapter 771, Receiving Agency shall reimburse Performing Agency for services satisfactorily performed from appropriation items or accounts of the Receiving Agency from which like expenditures would normally be paid, based upon vouchers drawn by the Receiving Agency payable to Performing Agency.

**6. MODIFICATION**

The parties to this Contract may modify this agreement only through the execution of a written amendment signed by both parties.

**7. TERM OF CONTRACT**

This Contract will begin on October 1, 2012, and end on September 30, 2013.

**8. TERMINATION**

Either party to this Contract may terminate by providing thirty (30) days advance written notice to the other party.

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**9. DISPUTE RESOLUTION**

Any dispute between Performing Agency and Receiving Agency regarding this Agreement will be governed by Alternative Dispute Resolution for Use by Governmental Bodies, Chapter 2009, Texas Government Code, and any applicable Model Rules promulgated by the Office of the Attorney General and/or the State Office of Administrative Hearing of the State of Texas. Any notice of dispute must be addressed to the contact person noted in Section I. of this Contract.

**10. INCORPORATION BY REFERENCE**

The following documents are incorporated into the contract for all purposes and are on file with the Receiving Agency and the Performing Agency:

- 10.1. Form 2031, Signature Authority Designation
- 10.2. Attachment A; Statement of Work
- 10.3. Attachment B, Budget and Budget Narrative
- 10.4. Attachment 1, Legal Citations
- 10.5. Attachment 2, AFCARS Foster Care Data Elements
- 10.6. Attachment 3, Contracted Components of Care
- 10.7. Attachment 4, Residential Glossary
- 10.8. Attachment 5, Service Level Description
- 10.9. Attachment 6, Supplemental Foster Care Maintenance

**11. FFATA Reporting.** Contractor must report to DFPS the data elements required by the Federal Funding Accountability and Transparency Act of 2006 (Pub. L. 109-282) and listed in 12 if Contractor is a recipient of a federal sub-award. No direct payment will be made to Contractor for providing any reports required under these provisions, as the cost of producing such reports will be deemed included in the Contract price. The reporting requirements in 12 are based on guidance from the US Office of Management and Budget (OMB), and as such are subject to change at any time by OMB. Any such changes will be automatically incorporated into this Contract and shall become part of Contractor's obligations under this Contract. DFPS may provide written notice to Contractor of any such change in accordance with this Contract, but such notice will not be a condition precedent to Contractor's duty to comply with revised OMB reporting requirements.

**12. Sub-Award Reporting.** If Contractor is a recipient of a federal sub-award, Contractor will report to DFPS as set forth below unless otherwise exempted. All required information must be made publicly available according to federal law.

**12.1. Sub-award Information.** A federal sub-award recipient will provide the following information to DFPS according to the timeframes communicated by the Department but no later than the end of the month following the month of award of a contract with a value of \$25,000 or more, (and any modifications to these contracts that change previously reported data):

**12.1.1.** Unique identifier (DUNS Number) for the Contractor receiving the award and for the Contractor's parent company, if the Contractor has a parent company.

**12.1.2.** Name of the Contractor.

**12.1.3.** Contractor's physical address including street address, city, state, and country. Also include the nine-digit zip code and congressional district.

**12.1.4.** Contractor's primary performance location including street address, city, state, and country. Also include the nine-digit zip code and congressional district.

**12.2. Officers' Total Compensation (Top 5).** According to the timeframes communicated by the Department but no later than the end of the month following the month of a contract award, and annually thereafter, the Contractor will report the names and total compensation of each of the five most highly compensated executives for the Contractor's preceding completed fiscal year if—

**12.2.1.** In the Contractor's preceding fiscal year, the Contractor received—

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- 12.2.1.1. 80 percent or more of its annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
- 12.2.1.2. \$25,000,000 or more in annual gross revenues from Federal contracts (and subcontracts), loans, grants (and subgrants) and cooperative agreements; and
- 12.2.1.3. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

**13. CERTIFICATIONS.** The certifications enumerated below represent material facts upon which DFPS relies when contracting. Both parties further agrees that each will provide immediate written notice to the other if at any time either party learns that any of the certifications provided for below were erroneous when submitted or have since become erroneous by reason of changed circumstances. Both parties acknowledge their continuing obligation to comply with the requirements of the following certifications:

**13.1. Certification Regarding Lobbying.** State and federal law place restrictions on the use of state and federal funds in regard to lobbying. Both parties certify, to the best of their knowledge and belief, that:

13.1.1. In accordance with 31 U.S.C. §1352, no federal appropriated funds have been paid or will be paid, by or on behalf of either party, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

13.1.2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned will complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

13.1.3. Both parties will require that the language of this certification be included in the award documents for subcontracts and that all subcontractors will certify and disclose accordingly.

13.1.4. Payments of appropriated or other funds to each party under any resulting agreement are not prohibited by Texas Government Code §556.005 or §556.008.

**13.2. Suspension, Ineligibility, and Voluntary Exclusion.** In accordance with Executive Orders 12549, 13224 and 12689 regarding federal regulations on debarment, suspension, ineligibility, and voluntary exclusion, both parties certify the following:

13.2.1. That each party is, to the best of its knowledge and belief, not on the specially designated nationals list or debarred, suspended, declared ineligible, or voluntarily excluded from participation in this solicitation or any resulting contract.

13.2.2. That each party will not knowingly enter into any subcontract with a person who is on the specially designated nationals list or debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by DFPS or the U.S. Department of Health and Human Services or U.S. Treasury Department, as applicable.

13.2.3. That each party will include this section regarding debarment, suspension, ineligibility, voluntary exclusion, and the specially designated nationals list without modification in any subcontracts or solicitations for subcontracts.

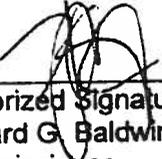
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- 13.3. Drug-Free Workplace Certification.** Each party certifies that it will or will continue to provide a drug-free workplace by:
- 13.3.1.** Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - 13.3.2.** Establishing an ongoing drug-free awareness program to inform employees about—
    - 13.3.2.1.** The dangers of drug abuse in the workplace;
    - 13.3.2.2.** The grantee's policy of maintaining a drug-free workplace;
    - 13.3.2.3.** Any available drug counseling, rehabilitation, and employee assistance programs; and
    - 13.3.2.4.** The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - 13.3.3.** Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 11.1.6.1.;
  - 13.3.4.** Notifying the employee in the statement required by paragraph 11.1.6.1. that, as a condition of employment under the grant, the employee will—
    - 13.3.4.1.** Abide by the terms of the statement; and
    - 13.3.4.2.** Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
  - 13.3.5.** Notifying the agency in writing, within ten calendar days after receiving notice under paragraph 11.1.6.4.2. from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notice will include the identification number(s) of each affected grant;
  - 13.3.6.** Taking one of the following actions, within 30 calendar days of receiving notice under paragraph 11.1.6.4.2. with respect to any employee who is so convicted—
    - 13.3.6.1.** Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    - 13.3.6.2.** Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
    - 13.3.6.3.** Making a good faith effort to continue to maintain a drug-free workplace.
- 13.4. THE UNDERSIGNED CONTRACTING PARTIES** further certify that, (1) the services specified above are necessary and essential for activities that are properly within the statutory functions and programs of the affected state entities, (2) the proposed arrangements serve the interest of efficient and economical administration of the state government, and (3) the services, supplies, or materials contracted for are not required by Section 21 of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest responsible bidder.
- 13.4.1. RECEIVING AGENCY** further certifies that it has the authority to contract for the above services by authority granted in Texas Human Resources Code §40.058.
  - 13.4.2. PERFORMING AGENCY** further certifies that it has the authority to perform the services contracted for by authority granted in Texas Human Resources Code Section 201.004.

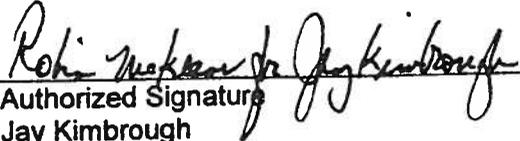
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**RECEIVING AGENCY**  
Texas Department of Family & Protective  
Services

**PERFORMING AGENCY**  
Texas Juvenile Justice Department



Authorized Signature  
Howard G. Baldwin, Jr.  
Commissioner



Authorized Signature  
Jay Kimbrough  
Interim Executive Director

8/29/12

Date

8.7.12

Date

### Budget for Purchase of Service Contracts

**Summary**

Contractor Texas Juvenile Justice Department

Contract No. \_\_\_\_\_

Contract Period December 1, 2011-September 30, 201

Cost Category	A Grand Total	B Reimbursable	C Other (Match)
(1A) Personnel - Salaries	\$ 307,445.00	\$ 153,722.50	\$ 153,722.50
(1B) Personnel - Fringe Benefits	\$ 70,727.57	\$ 40,363.78	\$ 40,363.78
<b>Subtotal</b>	<b>\$ 368,172.57</b>	<b>\$ 194,086.28</b>	<b>\$ 194,086.28</b>
(2) Travel	\$ 72,829.50	\$ 12,000.75	\$ 10,828.75
(3) Materials and Supplies	\$ 3,519.32	\$ 1,759.16	\$ 1,759.16
(4) Equipment (Rent/Lease/Purchase)	\$	\$	\$
<b>Subtotal</b>	<b>\$ 76,348.82</b>	<b>\$ 13,759.91</b>	<b>\$ 12,587.91</b>
(5) Other Costs (not below)			
Other Direct Costs	\$ 34,124.00	\$ 17,062.00	\$ 17,062.00
Cost Pool Expenses	\$ 7,719.00	\$ 3,859.00	\$ 3,859.00
County Administrative Contracts	\$ 1,105,915.48	\$ 352,067.74	\$ 352,067.74
<b>Subtotal</b>	<b>\$ 1,147,777.18</b>	<b>\$ 373,888.74</b>	<b>\$ 373,888.74</b>
Foster or Day Care Total (per PRS unit rate below)	\$ 15,225,600.00	\$ 7,612,800.00	\$ 7,612,800.00
<b>Total Direct Costs</b>	<b>\$ 2,192,297.37</b>	<b>\$ 1,089,734.93</b>	<b>\$ 1,089,542.93</b>
Total Indirect Costs (if applicable) 4.3% of Salaries	\$ 13,220.14	\$ 6,610.07	\$ 6,610.07
<b>Grand Total</b>	<b>\$ 17,101,118.00</b>	<b>\$ 8,709,149.00</b>	<b>\$ 8,699,973.00</b>

Unit Rate Contracts	Amounts
(a) Projected service units (days etc) x	305
(b) Cost per unit of service (i.e. unit rates)x	\$ 128.00
(c) Projected clients to be served	390
<b>Foster or Day Care Total</b>	<b>\$ 15,225,600.00</b>

Certified by: *William W. Moore*  
 Name: William Moore  
 Title: CFO  
 Date: 11/8/11

**Budget for Purchase of Service Contracts**

**Summary**

**Contractor** Texas Juvenile Justice Department  
**Contract No.** \_\_\_\_\_  
**Contract Period** December 1, 2011-September 30, 2011

Cost Category	A Grand Total	B Reimbursable	C Other (Match)
(1A) Personnel - Salaries	\$ 107,444.00	\$ 153,722.50	\$ 153,722.50
(1B) Personnel - Fringe Benefits	\$ 80,727.57	\$ 40,363.78	\$ 40,363.78
<b>Subtotal</b>	<b>\$ 188,171.57</b>	<b>\$ 194,086.28</b>	<b>\$ 194,086.28</b>
(2) Travel	\$ 22,829.50	\$ 12,000.75	\$ 10,828.75
(3) Materials and Supplies	\$ 3,519.12	\$ 1,759.16	\$ 1,759.16
(4) Equipment (Rent/Lease/Purchase)	\$ -	\$ -	\$ -
<b>Subtotal</b>	<b>\$ 26,348.62</b>	<b>\$ 13,759.91</b>	<b>\$ 12,587.91</b>
(5) Other Costs (list below)			
Other Direct Costs	\$ 14,124.00	\$ 17,062.00	\$ 17,062.00
Cost Pool Expenses	\$ 7,719.00	\$ 1,859.00	\$ 1,859.00
County Administrative Contracts	\$ 1,705,935.48	\$ 552,967.74	\$ 452,967.74
<b>Subtotal</b>	<b>\$ 1,727,778.48</b>	<b>\$ 573,888.74</b>	<b>\$ 473,888.74</b>
<b>Foster or Day Care Total (per PRS unit rate below)</b>	<b>\$ 15,225,600.00</b>	<b>\$ 7,612,800.00</b>	<b>\$ 7,612,800.00</b>
<b>Total Direct Costs</b>	<b>\$ 2,162,297.87</b>	<b>\$ 1,051,734.93</b>	<b>\$ 1,030,562.93</b>
<b>Total Indirect Costs (if applicable) 4.3% of Salaries</b>	<b>\$ 4,620.74</b>	<b>\$ 6,610.07</b>	<b>\$ 6,610.07</b>
<b>Grand Total</b>	<b>\$ 17,401,118.00</b>	<b>\$ 8,701,148.00</b>	<b>\$ 8,701,148.00</b>

Unit Rate Contracts	Amounts
(a) Projected service units (days etc) x	305
(b) Cost per unit of service (i.e. unit rates)x	\$ 128.00
(c) Projected clients to be served	380
<b>Foster or Day Care Total</b>	<b>\$ 15,225,600.00</b>

Certified by: Janie Duarte  
 Name: Janie Duarte  
 Title: Chief Financial Officer  
 Date: 11/4/11



**(1B) Personnel - Fringe Benefits** Contractor Texas Juvenile Justice

Contract No. \_\_\_\_\_

Contract Period December 1, 2011-Sep

Position or Title	B		D #Months at reimburse ment rate	E Total AxBxCxD	F Reimbursable	G Other (Match)
	Annual	Avg. Monthly				
<b>State Paid FICA 7.65%</b>						
<b>Administrative Reimbursement</b>						
Administrator	\$ 3,818.88	\$ 318.24	10.0	\$ 3,182.40	\$ 1,591.20	\$ 1,591.20
Case Analyst	\$ 3,074.38	\$ 256.20	10.0	\$ 2,561.99	\$ 1,280.99	\$ 1,280.99
Case Analyst	\$ 2,757.67	\$ 229.81	10.0	\$ 2,298.08	\$ 1,149.03	\$ 1,149.03
Program Specialist	\$ 3,907.01	\$ 325.58	10.0	\$ 3,255.84	\$ 1,627.92	\$ 1,627.92
Accountant V	\$ 3,823.47	\$ 318.62	10.0	\$ 3,186.23	\$ 1,593.11	\$ 1,593.11
Director	\$ 5,728.32	\$ 477.36	10.0	\$ 4,773.60	\$ 2,386.80	\$ 2,386.80
Program Specialist	\$ 3,307.55	\$ 275.63	10.0	\$ 2,756.30	\$ 1,378.15	\$ 1,378.15
Accountant V	\$ 3,812.33	\$ 301.03	10.0	\$ 3,010.28	\$ 1,505.14	\$ 1,505.14
<b>Retirement 6.95%</b>						
<b>Administrative Reimbursement</b>						
Administrator	\$ 3,468.44	\$ 289.12	0.0	\$ -	\$ -	\$ -
Case Analyst	\$ 2,793.07	\$ 232.78	0.0	\$ -	\$ -	\$ -
Case Analyst	\$ 2,505.34	\$ 208.78	10.0	\$ 2,087.78	\$ 1,043.89	\$ 1,043.89
Program Specialist	\$ 3,549.50	\$ 295.79	10.0	\$ 2,957.92	\$ 1,478.98	\$ 1,478.98
Accountant V	\$ 3,473.61	\$ 289.47	10.0	\$ 2,894.68	\$ 1,447.34	\$ 1,447.34
Director	\$ 5,204.16	\$ 433.68	10.0	\$ 4,336.80	\$ 2,168.40	\$ 2,168.40
Program Specialist	\$ 3,004.90	\$ 250.41	10.0	\$ 2,504.09	\$ 1,252.04	\$ 1,252.04
Accountant V	\$ 3,281.79	\$ 273.48	10.0	\$ 2,734.83	\$ 1,367.41	\$ 1,367.41
<b>ERS 1.0%</b>						
<b>Administrative Reimbursement</b>						
Administrator	\$ 499.20	\$ 41.60	10.0	\$ 416.00	\$ 208.00	\$ 208.00
Case Analyst	\$ 401.88	\$ 33.49	10.0	\$ 334.90	\$ 167.45	\$ 167.45
Case Analyst	\$ 360.48	\$ 30.04	10.0	\$ 300.40	\$ 150.20	\$ 150.20
Program Specialist	\$ 510.72	\$ 42.58	10.0	\$ 425.60	\$ 212.80	\$ 212.80
Accountant V	\$ 499.80	\$ 41.65	10.0	\$ 416.50	\$ 208.25	\$ 208.25
Director	\$ 748.80	\$ 62.40	10.0	\$ 624.00	\$ 312.00	\$ 312.00
Program Specialist	\$ 432.36	\$ 36.03	10.0	\$ 360.30	\$ 180.15	\$ 180.15
Accountant V	\$ 472.20	\$ 39.35	10.0	\$ 393.50	\$ 196.75	\$ 196.75
<b>Health Insurance</b>						
<b>Administrative Reimbursement</b>						
Administrator	\$ 5,259.60	\$ 438.30	12.0	\$ 5,259.60	\$ 2,629.80	\$ 2,629.80
Case Analyst	\$ 5,259.60	\$ 438.30	10.0	\$ 4,383.00	\$ 2,191.50	\$ 2,191.50
Case Analyst	\$ -	\$ -	10.0	\$ -	\$ -	\$ -
Program Specialist	\$ 5,259.60	\$ 438.30	10.0	\$ 4,383.00	\$ 2,191.50	\$ 2,191.50
Accountant V	\$ 7,274.40	\$ 606.20	10.0	\$ 6,062.00	\$ 3,031.00	\$ 3,031.00
Director	\$ 5,259.60	\$ 438.30	10.0	\$ 4,383.00	\$ 2,191.50	\$ 2,191.50
Program Specialist	\$ 5,259.60	\$ 438.30	10.0	\$ 4,383.00	\$ 2,191.50	\$ 2,191.50
Accountant V	\$ 7,274.40	\$ 606.20	10.0	\$ 6,062.00	\$ 3,031.00	\$ 3,031.00
<b>Total Fringe Benefits</b>				<b>\$ 89,727.57</b>	<b>\$ 40,383.78</b>	<b>\$ 40,383.78</b>

(2) Travel

Contractor

Texas Juvenile Justice Department

Contract No.

Contract Period

December 1, 2011-September 30, 2011

Type of Travel Expense mileage/food/lodging etc.	Purpose Destination and benefit to the program	A Total	B Reimbursable	C Other (Match)
<b>Administrative Reimbursement</b>				
<b>Fiscal Travel</b>				
	Huntsville, presentation to new chiefs regarding Title IV-E			
Lodging	1 night at 85\$/night	\$ 85.00	\$ 42.50	\$ 42.50
Food	2 days at \$36/day	\$ 72.00	\$ 36.00	\$ 36.00
<b>Fiscal Audits</b>				
Lodging	1 staff/5nights/6trips/\$85 per night	\$ 2,550.00	\$ 1,275.00	\$ 1,275.00
Food	\$36 day/1 staff/6 days/ 6 trips	\$ 1,296.00	\$ 648.00	\$ 648.00
Mileage	4 trips/500 miles per trip @ .555 per mile	\$ 1,110.00	\$ 555.00	\$ 555.00
Airfare	1 staff/2roundtrips/ \$400 per flight	\$ 800.00	\$ 400.00	\$ 400.00
Parking/Other	1 staff/ 6 days/ \$8 a day/ 2 trip	\$ 96.00	\$ 48.00	\$ 48.00
<b>Program</b>				
<b>Program Audits</b>				
Lodging	3 staff/2nights/4trips/\$85 per night	\$ 2,040.00	\$ 1,020.00	\$ 1,020.00
Food	\$36 day/3 staff/3days/4trips	\$ 1,296.00	\$ 648.00	\$ 648.00
Mileage	3 trips/500 miles per trip @ .555 per mile	\$ 832.50	\$ 416.25	\$ 416.25
Airfare	3 staff/roundtrip/\$400 per flight	\$ 1,200.00	\$ 600.00	\$ 600.00
Parking/Other	3 staff/3 days/\$8 a day/1 trip	\$ 72.00	\$ 36.00	\$ 36.00
Lodging	3staff/1night.7trips/\$85 night	\$ 1,785.00	\$ 892.50	\$ 892.50
Hotel Tax	3staff/1night.7trips/\$11 night	\$ 231.00	\$ 115.50	\$ 115.50
Meals	3staff/2days/7trips/\$36 day	\$ 1,512.00	\$ 756.00	\$ 756.00
Mileage		\$ -	\$ -	\$ -
Auto Rental	18 days/\$50 day	\$ 900.00	\$ 450.00	\$ 450.00
Rental Gas	12 days/\$30 day	\$ 360.00	\$ 180.00	\$ 180.00
Airfare	1 staff/12 roundtrips/\$350 per trip	\$ 4,200.00	\$ 2,100.00	\$ 2,100.00
Parking/Other	1 staff/6days/\$8 per day	\$ 48.00	\$ 24.00	\$ 24.00
<b>Title IV-E Training</b>				
Lodging	4 nights/ \$85 night	\$ 340.00	\$ 255.00	\$ 85.00
Hotel Tax	4 nights/ \$11 night	\$ 44.00	\$ 33.00	\$ 11.00
Meals	4 days / \$36 per day	\$ 144.00	\$ 108.00	\$ 36.00
Mileage		\$ -	\$ -	\$ -
Auto Rental	4 trips / \$50 day	\$ 200.00	\$ 150.00	\$ 50.00
Rental Gas	4 trips / \$30 day	\$ 120.00	\$ 90.00	\$ 30.00
Airfare	4 trips / \$350 per trip	\$ 1,400.00	\$ 1,050.00	\$ 350.00
Parking/Other	4 days/3 trips/ \$8 per day	\$ 96.00	\$ 72.00	\$ 24.00
<b>Total Travel</b>		<b>\$ 22,829.50</b>	<b>\$ 12,000.75</b>	<b>\$ 10,828.75</b>





**Budget for Purchase of Service Contracts**

**( 5) Other Costs**

**Contractor** Texas Juvenile Justice Department

**Contract No.** \_\_\_\_\_

**Contract Period** December 1, 2011-September 30, 201

Other Costs (description and basis for valuation)	A Total	B Reimbursable	C Other (Match)
SOAH Hearings (\$1776)	\$ 1,776.00	\$ 888.00	\$ 888.00
SORM (\$5,097), Interest Penalty (\$1)	\$ 5,098.00	\$ 2,549.00	\$ 2,549.00
Interagency Agreement w/ TWC for Income Verification (\$1250)	\$ 1,250.00	\$ 625.00	\$ 625.00
Training Registration Fees: 2 staff/fees \$200/5 trainings	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00
Youth For Tomorrow Fees: 12 facilities/ \$2000 each	\$ 24,000.00	\$ 12,000.00	\$ 12,000.00
<b>Total Other Direct Costs</b>	<b>\$ 34,124.00</b>	<b>\$ 17,062.00</b>	<b>\$ 17,062.00</b>
		\$ -	\$ -
Materials & Supplies	\$ 2,200.00	\$ 1,100.00	\$ 1,100.00
Printing & Reproduction	\$ 126.00	\$ 63.00	\$ 63.00
Repairs & Maintenance	\$ 1,525.00	\$ 762.50	\$ 762.50
Communication & Utilities	\$ 1,531.00	\$ 765.50	\$ 765.50
Rentals & Leases	\$ 836.00	\$ 418.00	\$ 418.00
Other Expenditures	\$ 1,500.00	\$ 750.00	\$ 750.00
<b>Total Pooled Costs</b>	<b>\$ 7,718.00</b>	<b>\$ 3,859.00</b>	<b>\$ 3,859.00</b>
		\$ -	\$ -
County Administrative Contracts	\$ 1,705,935.48	\$ 852,967.74	\$ 852,967.74
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
		\$ -	\$ -
<b>Total Other</b>	<b>\$ 1,747,777.48</b>	<b>\$ 873,888.74</b>	<b>\$ 873,888.74</b>

\*For monitoring purposes receipts and other detailed records must be kept on file  
\*\*Costs not allowable if already being paid by other sources

## Narrative

### Direct Charges

All direct charges are expenses for 100% Title IV-E staff. A job description for each Title IV-E employee is attached along with an agency organizational chart. All costs associated with staff that do not perform Title IV-E task 100% of the time will be allocated based on a method to be determined and approved, at a later date, prior to reimbursement.

### Salaries

The salaries listed are based on each employee's salary for FY 2012.

### Fringe

The fringe benefits being directly charged to the Title IV-E grant includes FICA and Medicare at a combined rate of 7.65%. TJJJD pays for insurance for employees through HealthSelect of Texas at the rate of \$438.30 for employees and \$606.20 for employees and their children. The state of Texas' retirement contribution is based on 6.95% of the employee's salary. Finally, there is a 1% agency match for state paid Employees Retirement System's Group Benefits Program. Additional information regarding the State of Texas health insurance and retirement plan is attached.

### Travel

Travel being charged to Title IV-E for FY 2012 includes one anticipated travel cost to provide Title IV-E program information to new juvenile probation chiefs, six travel costs to provide on-site Title IV-E Fiscal monitoring, eleven travel costs to provide on-site Title IV-E Program monitoring, and four travel costs to provide foster care assistance training.

### Materials and Supplies

It is anticipated that business cards will be direct charged in FY 2012 for two staff. Materials and supplies include consumable office supplies and funding is based on actual FY 2011 year expenses.

### Equipment

No equipment is expected to be claimed for FY 2012.

### Other Costs

Registration fees for professional development training are estimated at \$200 per direct Title IV-E staff.

### Cost Pooled Expenditures

TJJJD cost pools overhead expenses such as supplies, utilities, mailing services, and repairs are based on the number of Title IV-E direct employees (4)/ average number of filled positions during each month of the quarter. The projection this year has been adjusted to account for only four staff being claimed as 100% IV-E reimbursable.

Materials and Supplies include the following costs: General Office Supplies, reference materials, computer parts and equipment under \$5000, gasoline, and mailing services.

Repairs and Maintenance includes computer and equipment maintenance and vehicle maintenance.

Communications and Utilities include internet, phone services, and wireless services.

Rentals and Leases include storage rental, facility rental, copier rental and parking space rental.

Other Expenditures includes building fees, employee assistance programs, advertisements for job openings, and vehicle insurance.

The State Office of Administrative Hearings provided TYC with an Administrative Law Judge to conduct all twelve (12) month permanency hearings.

This represents the Title IV-E contribution to the State Office of Risk Management for the workers compensation system.

The DFPS/TYC interagency Title IV-E contract requires TYC verify the family income for all foster care applicants. To comply with this requirement TYC has entered into an interagency agreement with the Texas Workforce Commission to provide verified family income information.

#### County Administrative Contracts

Very few departments will be claiming administrative reimbursements in FY 2012 as most do not have very many children that meet the current definition of a "candidate for foster care." It is anticipated that no more than \$ 852,967.74 will be requested by county probation departments for administrative reimbursements.

# TITLE IV-E FUNDS ADMINISTRATOR

Job Description			
State Class Title:	Program Supervisor III	FLSA:	Exempt
Class #/Salary:	1584.11 / B21	Date Revised:	May 13, 2010
EEO:	Professional	Hazardous Duty:	No

Performs advanced (senior-level) services and provides direction and leadership for the federal Title IV-E funds team. This position is directly responsible for the management and technical work in planning, developing and implementing of the Title IV-E federal foster care program for Texas Youth Commission (TYC). Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Duties and functions include the Title IV-E entitlement funding and interagency cooperation by TYC with other state agencies.

## EDUCATION AND TRAINING

Master's degree with major coursework in Sociology, Social Work, Psychology, Education, Business Administration, or Criminal Justice. Three (3) years full-time wage-earning experience administrating programs for youth or adults in a residential or non-residential setting. Two (2) years of which must include supervisory or progressively more responsible administrative experience in budget management and/or personnel management. Two (2) years full-time wage-earning experience in implementing and managing federal funds at the state level preferred.

OR

Bachelor's degree with major coursework in Sociology, Social Work, Psychology, Education, Business Administration, or Criminal Justice. Five (5) years full-time wage-earning experience administrating programs for youth or adults in a residential or non-residential setting. Three (3) years of which must include supervisory or progressively more responsible administrative experience in budget management and/or personnel management. Two (2) years experience in implementing and managing federal funds at the state level preferred.

Any degree(s), semester hours, diploma(s), or GED required to meet minimum qualifications must be obtained from an accredited educational institution.

THIS POSITION IS SUBJECT TO MANDATORY PRE-EMPLOYMENT DRUG TESTING AND ANY OFFER OF EMPLOYMENT IS CONTINGENT UPON ACCEPTABLE RESULTS FROM A DRUG SCREEN CONDUCTED FOR THE AGENCY.

## ESSENTIAL JOB FUNCTIONS

Selects, directs, trains, and evaluates staff to ensure successful function of operations of Title IV-E program staff.

Develops and maintains a thorough understanding of the legal provisions and regulations relating to Title IV-E of the United States Social Security Act, Public Law 96-272 and ASFA and all applicable policy interpretations to develop and recommend solutions to problems and obstacles in obtaining funds.

Researches efforts made by youth correction agencies in other states to access Title IV-E funding to determine the most effective strategy for maximizing these funds for FYC. Attends interagency meetings as the Agency representative.

# TITLE IV-E FUNDS ADMINISTRATOR

Provides leadership and direction in participation with the agency's federal funds project team, including implementation of systems statewide, and training/technical support to all program staff.

Provides leadership work with fiscal, IRD, budget, and planning staff of TYC, TDPRS, THHSC, DHS, TDH, MHMR, and USSSA. Works with other agencies as necessary in the development of program budgets, revenue forecasts, cost allocation systems, billing systems, and maintains financial accountability for the Title IV-E federal entitlement program.

Directs participation in pre-certification reviews and in case audits conducted by USDHH, HICFA, TDPRS, THHSC, State Auditor, or other regulatory agencies. Assists in the development and maintains relationships between all of these agencies and regulators with the Governor's Office and Legislative Budget Board.

Directs acquisition of Federal Funds and quality assurance systems for compliance with Title IV-E program regulations to insure TYC does not risk loss of funds or penalties for non-compliance. Requirements regarding eligibility determination, information tracking, case planning, case review, dispositional hearings, and family reunification.

Directs the eligibility determination process, billing process, youth tracking, casework functions, administrative reviews, and Permanency Hearings. Insures that information is documented of quality to meet federal requirements.

Directs participation with TDHS in the triennial review of cases conducted by the U.S. Department of Health and Human Services and develops modifications to systems as recommended.

Performs all duties in compliance with TYC safety policies and procedures to prevent accidents and injuries.

Performs other duties as assigned.

## PHYSICAL & MENTAL CAPABILITIES

The following physical & mental characteristics are representative of those deemed necessary for an employee to successfully perform the various duties of this job. Reasonable accommodations will be made as needed to enable individuals with disabilities to perform essential job functions.

Analyzing	Repeated bending
Ability to communicate effectively, orally and in writing	Operate motor equipment
Ability to see	Reaching above shoulder
Heavy lifting, up to 25 lbs.	Grasping
Heavy carrying, up to 25 lbs.	Identify colors
Pulling	Alphabetizing

## RELEVANT EDUCATION AND TRAINING

1. Knowledge of the state juvenile correction system, Texas Family Code, state laws and policies of juveniles, and specific knowledge of various state and local programs.
2. Knowledge of personnel management and ability to effectively supervise staff.
3. Knowledge of laws and regulations applicable to Federal Entitlements Programs for youth, coupled with TYC programs, policies, and procedures.

## TITLE IV-E FUNDS ADMINISTRATOR

4. Ability to prepare effective project work plans and budgets, and deal effectively with technical and professional personnel.
5. Ability to exercise independent judgment in the performance of job assignments.
6. Ability to develop positive relations with other agencies, other states, and federal authorities that will enhance efforts to acquire additional federal funds.
7. Ability to organize workloads, set priorities, carry out assigned tasks by due date, and advise supervisor prior to any delays.
8. Ability to provide effective leadership, provide technical training, and work well with field staff to carry out agency expectations.
9. Ability to interpret complex written material, analyze data, identify problems, and develop corrective action plans.
10. Ability to communicate effectively and use microcomputer word processing and spreadsheet programs to prepare technical presentations.

I acknowledge that I have received a copy of the above requirements and performance standards are attached.

I have reviewed these requirements with the employee.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

# SOCIAL SERVICE CASE ANALYST II (Central Office)

		Job Description	
State Class Title:	Human Services Specialist VI	FLSA:	Non-Exempt
Class #/ Salary:	5705.02 / B13	Date Revised:	November 15, 2009
EEO:	Professional	Hazardous Duty:	No

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## **JOB SUMMARY:**

The Social Service Case Analyst II is responsible for identifying, monitoring, scheduling and conducting administrative reviews and scheduling and assisting in dispositional hearings for Title IV-E youth assigned to his/her caseload. He/she is also responsible for training program staff, parole staff and primary service workers in Title IV-E requirements and federal guidelines. The Social Service Case Analyst II works under limited supervision with considerable latitude for the use of initiative and independent judgment.

## **EDUCATION AND TRAINING:**

Bachelor's degree in Social Work, Sociology, Psychology, Clinical Psychology/Sociology, Guidance and Counseling, Criminal Justice (not Law Enforcement or Police Sciences), Family Relations, Interdisciplinary degree in Social Science, or Rehabilitation. Four (4) years experience specifically relating to case work or primary service responsibilities including assessments, development and implementation of individual case plans, development and coordination of services, and placement recommendations and referrals for youth.

OR

Master's degree in Social Work, Sociology, Psychology, Clinical Psychology/Sociology, Guidance and Counseling, Criminal Justice (not Law Enforcement or Police Sciences), Family Relations, Interdisciplinary degree in Social Science, or Rehabilitation. Two (2) years experience specifically relating to case work or primary service responsibilities including assessments, development and implementation of individual case plans, development and coordination of services, and placement recommendations and referrals for youth.

All diploma(s), GED's, semester hours, or degree(s) required to meet minimum qualifications must be obtained from an accredited educational institution.

**THIS POSITION IS SUBJECT TO MANDATORY PRE-EMPLOYMENT DRUG TESTING AND ANY OFFER OF EMPLOYMENT IS CONTINGENT UPON ACCEPTABLE RESULTS FROM A DRUG SCREEN CONDUCTED FOR THE AGENCY.**

## **ESSENTIAL JOB FUNCTIONS:**

- Tracks admissions and status by facility daily to keep abreast of program operations.
- Monitor case files of all youth assigned to caseload to determine compliance with casework standards and federal requirements.
- Coordinate and review all required information to assist in establishing eligibility for referred youth.
- Participate in TDHS or TYC case reviews to assist in maintaining efficient operations.
- Provide consultation and technical assistance to PSW's and program directors for Title IV-E requirements and implementation.
- Schedule and conduct all administrative reviews on caseload to promote proper and timely review

# SOCIAL SERVICE CASE ANALYST II (Central Office)

procedures.

Schedule and assist in the preparation of dispositional hearings to ensure they are conducted within schedule and policy requirements.

Assist the Title IV-E program coordinator with administrative duties as needed to promote the efficient operations of the Title IV-E area.

Performs all duties in compliance with TYC safety policies and procedures to prevent accidents/injuries.

Performs related duties as assigned.



The following physical & mental characteristics are representative of those deemed necessary for an employee to successfully perform the various duties of this job. Reasonable accommodations will be made as needed to enable individuals with disabilities to perform essential job functions.

Analyzing  
 Ability to communicate effectively, orally and in writing  
 Ability to see  
 Heavy lifting, up to 25 lbs.  
 Heavy carrying, up to 25 lbs.  
 Pulling

Repeated bending  
 Operate motor equipment  
 Reaching above shoulder  
 Grasping  
 Identify colors  
 Alphabetizing

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of TYC programs, policies and procedures, and relevant federal and state laws.
2. Ability to perform technical work in the areas of budget, planning, information systems auditing and case management.
3. Ability to exercise independent judgment in the performance of job assignments and provide leadership in meeting project expectations.
4. Ability to communicate effectively both orally and in writing including interpretation of complex material.
5. Ability to deal with technical and professional personnel.
6. Ability to train others in program expectations.



I acknowledge that I have received a copy of the above requirements and performance standards attached.

I have reviewed these requirements with the employee.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Lynn Jackson  
 Print Name

## STATE CLASSIFICATION JOB DESCRIPTION

Salary Group B25

Class No. 1603

MANAGER IV (Director on Budget form)

**GENERAL DESCRIPTION**

Performs advanced (senior-level) managerial work administering the daily operations and activities of an agency's business function, division, or department. Work involves establishing goals and objectives; developing guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating business function, division, or department activities; developing and evaluating budget requests; and monitoring budget expenditures. Plans, assigns, and supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

Manages activities of staff in a business function, division, or department.

Oversees the establishment of goals and objectives; develops and approves schedules, priorities, and standards for achieving goals; and manages evaluation activities.

Oversees the development of guidelines, procedures, policies, rules, and regulations and monitors compliance with policies and procedures.

Oversees the development, review, revision, and implementation of legislation.

Oversees the preparation of management and productivity reports and studies.

Oversees special investigations, research studies, and internal audits.

Oversees the development and implementation of techniques for evaluating business functions or division or department activities.

Oversees staff development plans and activities.

Conducts programs focusing on continuous process improvement.

Develops and evaluates budget requests, monitors budget expenditures, and makes adjustment as necessary

Plans, implements, coordinates, monitors, and evaluates policies and procedures and monitors compliance with policies and procedures.

Identifies areas of needed change and makes recommendations to improve operations.

Provides technical guidance for a business function, division, or department.

Represents the business function, division, or department at meetings, hearings, trials, conferences, and seminars or on boards, panels, and committees.

May manage multiple business functions and provide oversight to associated staff.

Plans, assigns, and supervises the work of others.

Performs related work as assigned.

**GENERAL QUALIFICATION GUIDELINES**

**Experience and Education**

Experience in the management of a business function, division, or department relevant to assignment. Graduation from an accredited four-year college or university with major course work in a field relevant to assignment is generally preferred. Experience and education may be substituted for one another.

**Knowledge, Skills, and Abilities**

Knowledge of local, state, and federal laws and regulations relevant to program areas and of the principles and practices of public administration and management.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems and in operating computers and applicable computer software.

Ability to manage business functions, division, or department activities; to establish goals and objectives; to devise solutions to administrative problems; to develop and evaluate administrative policies and procedures; to prepare reports; to communicate effectively; and to plan, assign, and supervise the work of others.

**Registration, Certification, or Licensure**

May be required to be registered, certified, or licensed in a specialty area.

*State Auditor's Office*

*Revised 9-1-11*

**STATE CLASSIFICATION JOB DESCRIPTION**

Salary Group B17

Class No. 1570

**PROGRAM SPECIALIST I****GENERAL DESCRIPTION**

Performs routine (journey-level) consultative services and technical assistance work. Work involves assisting with planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the general public. May train others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

**EXAMPLES OF WORK PERFORMED**

Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities related to program assignment.

Provides support and collaborates in the planning, development, and implementation of an agency program.

Serves as liaison to staff, government agencies, community organizations, or the general public to assist in explaining program specifics and requirements.

Markets program(s) to community and professional groups to encourage and/or improve interest in the program(s).

Monitors compliance with requirements, laws, regulations, policies, and procedures for assigned program. Assists program staff in determining trends and resolving technical problems.

Assists in the collection, organization, analysis, and/or preparation of materials in response to requests for program information.

Assists in providing consultative services and technical assistance for agency programs.

Assists in the preparation of administrative reports, studies, and specialized projects.

Assists with preparing and reviewing literature, statutes, rules, and/or policies.

Assists with the review of program area operations to identify areas in need of change and assists with the development of plans to improve or address areas of concern.

Assists in analyzing legislation to develop recommendations for policy in programmatic areas relating to the implementation, improvement, and/or expansion or contraction of program funding.

Assists in preparing and evaluating program budget requests.

Assists in preparing justifications for the implementation of procedural or policy changes.

May assist in developing policy and procedure manuals.

May train others.

Performs related work as assigned.

**GENERAL QUALIFICATION GUIDELINES**

**Experience and Education**

Experience in a field related to the agency program. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

**Knowledge, Skills, and Abilities**

Knowledge of local, state, and federal laws related to the program area, of public administration and management techniques, of statistical analysis processes, of budget processes, of research techniques, of training and marketing techniques, and of program management processes and techniques.

Skill in identifying measures or indicators of program performance and in operating computers and applicable software.

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to market programs; to prepare reports; to develop, evaluate, and interpret policies and procedures; to communicate effectively; and to train others.

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**State Auditor's Office**

**Revised 9-1-11**

## STATE CLASSIFICATION JOB DESCRIPTION

Salary Group B21

Class No. 1020

## ACCOUNTANT V

## GENERAL DESCRIPTION

Performs highly complex (senior-level) accounting work. Work involves preparing and/or overseeing the preparation of financial analyses and reports; establishing, maintaining, and/or overseeing accounting systems, procedures, and controls; and preparing and/or overseeing the preparation of agency budgets. May supervise the work of others. Works under limited supervision with considerable latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

Oversees and/or prepares monthly and annual operating statements, financial statements, vouchers, payrolls, and reports; and approves and signs expense account and purchase vouchers submitted for payment.

Analyzes cumulative monthly tab runs and status of fund reports on state and federal funds, and conducts the continuous reviews and analyses necessary in controlling the expenditure of funds and in developing stable expenditure patterns.

Analyzes and recommends improvements, adaptation, or revisions to the accounting system and accompanying procedures.

Audits general journal entries, and payment, cash, purchase, travel, and related vouchers.

Coordinates data compilation for annual financial reports, which may include working with the Comptroller's Financial Reporting Section to compile the statewide Comprehensive Annual Financial Report (CAFR).

Develops methods for the control of cash receipts, deposits, and disbursements; the purchase of services, supplies, and equipment; the documentation of claims for payment; and the preparation and processing of payrolls.

Develops, coordinates, or produces complex reports for monitoring and reporting agency financial information.

May plan, organize, and direct programs to control the financing of agency operations.

May oversee and/or prepare annual operating budgets, and reviews expenditures to ensure that budget limits are not exceeded.

May develop procedures and regulations to control the disbursement of allocated funds and prepares letters of instruction, manual revisions, and related forms.

May oversee the development and use of internal audit and control procedures to determine compliance with agency policies, plans, and procedures, and state and federal statutes

May direct the allocations of state and federal funds to agency operating programs and develop suitable plans for validating and matching the various federal funds used in financing agency operations

May supervise the work of others.

Performs related work as assigned.

## GENERAL QUALIFICATION GUIDELINES

## STATE CLASSIFICATION JOB DESCRIPTION

Salary Group B19

Class No. 1572

## PROGRAM SPECIALIST III

## GENERAL DESCRIPTION

Performs complex (journey-level) consultative services and technical assistance work. Work involves planning, developing, and implementing an agency program and providing consultative services and technical assistance to program staff, governmental agencies, community organizations, or the general public. May train others. Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

## EXAMPLES OF WORK PERFORMED

- Performs an array of technical, training, research, planning, policy, program assessment, and administrative activities related to program assignment.
- Collaborates in the planning, development, implementation, analysis, and documentation of an agency program.
- Collaborates with program staff in determining trends and resolving technical problems.
- Serves as liaison to staff, government agencies, community organizations, or the general public to explain and provide technical assistance on program specifics and requirements.
- Conducts surveys and/or reviews to determine compliance with certification requirements, laws, regulations, policies, and procedures.
- Markets program(s) to community and professional groups to encourage and improve interest in the program(s).
- Monitors, reviews, and evaluates compliance with program policies and procedures, statutes, and rules for assigned program.
- Prepares comprehensive reviews of literature, statutes, rules, and/or policies and prepares administrative reports, studies, and specialized research projects.
- Studies and analyzes operations and problems, prepares reports of findings and recommendations, and prepares justifications for procedural or policy changes.
- Reviews and evaluates information on service delivery system methods, outputs, and activities to identify gaps in resources and recommend improvements.
- Analyzes legislation and assists with the development of recommendations for policy and programmatic issues relating to the implementation, improvement, and/or expansion or reduction of program funding.
- Assists in the collection, organization, analysis, and/or preparation of materials in response to requests for program information.
- Assists in preparing and evaluating program budget requests.
- Assists in preparing justifications for the implementation of procedural or policy changes.
- May recommend and coordinate activities to produce a more effective program.

1020 Accountant V

**Experience and Education**

Experience in accounting and financial operations. Graduation from an accredited four-year college or university with major course work in accounting, banking, finance, or a related field is generally preferred. Education and experience may be substituted for one another.

**Knowledge, Skills, and Abilities**

Knowledge of finance administration and fiscal accounting, and of the agency's financial program, governmental accounting, budget control methods, policies and procedures, and laws and regulations pertaining to fiscal operations.

Ability to direct accounting programs, to budget funds, to set up accounting systems, to interpret laws and regulations, to apply accounting theory, to communicate effectively, and to supervise the work of others

**Registration, Certification, or Licensure**

May be required to possess certification as a Certified Public Accountant (CPA).

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**State Auditor's Office**

**Revised 9-1-09**

May develop policy and procedure manuals.

May train others.

Performs related work as assigned.

### **GENERAL QUALIFICATION GUIDELINES**

#### **Experience and Education**

Experience in a field relating to the agency program. Graduation from an accredited four-year college or university with major course work in a field relevant to the assignment is generally preferred. Experience and education may be substituted for one another.

#### **Knowledge, Skills, and Abilities**

Knowledge of local, state, and federal laws related to the program area; of public administration and management techniques; of statistical analysis processes; of budget processes; of research techniques; of training and marketing techniques; and of program management processes and techniques.

Skill in identifying measures or indicators of program performance and in operating computers and applicable software.

Ability to gather, assemble, correlate, and analyze facts; to devise solutions to problems; to market programs; to prepare reports; to develop, evaluate, and interpret policies and procedures; to communicate effectively; and to train others.

**State Auditor's Office**

**Revised 9-1-11**