

## WORKING CONDITIONS/BENEFITS:

**Hours** - The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

**Holidays** - 11 holidays per year.

**Vacation** - 13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

**Sick Leave** - Allowance credited and accrued at the rate of one day a month.

**Bereavement Leave** - Max of 5 working days with pay per occurrence.

Dependent on the classification, the City either provides a flexible benefits spending account or makes a contribution towards the following insurances:

**Health Insurance** - Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents.

**Dental Insurance** - Coverage including orthodontia for employees and their dependents through Delta Dental Plan.

**Long Term Disability Insurance** - Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of \$4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

**Life Insurance** - Term life insurance in the amount of \$25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to \$300,000.

**IRC Sec. 125 Plan** - Healthcare and/or dependent care reimbursement savings accounts available to all eligible, full-time, regular employees.

**Retirement** - Miscellaneous employees are members of the Public Employees' Retirement) **Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)**

## GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

**PHYSICAL REQUIREMENTS:** Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

**FILING APPLICATIONS:** File your completed application with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

**SELECTION:** A limited number of persons whose applications demonstrate that they most closely meet the needs of the position will be scheduled for an interview. Candidates may be asked to perform other exercises including, but not limited to, written and oral presentations.

**SPECIAL TESTING NEEDS:** **If you have a disability for which you need reasonable accommodation to take any of the tests, you must notify the Human Resources Department by the Final Filing Date. Verification of your need may be required.**

**SALARY:** Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

**This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract.**

HUMAN RESOURCES DEPARTMENT  
CITY OF DALY CITY  
295-89<sup>th</sup> Street, Suite 105  
Daly City, CA 94015

An Equal Opportunity Employer  
Minorities/Women/Disabled

Office: (650) 991-8028  
Hearing Impaired: (650) 991-8278  
(Office hours: 8:30 am-5:00 pm, Monday-Friday, except holidays)

THE CITY OF DALY CITY



INVITES APPLICATIONS FOR

(Not Civil Service, 40 hours/week)

## UTILITY BILLING SUPERVISOR Finance Department

**SALARY:**

\$3132-3288-3453-3626-3807 biweekly  
\$6786-7124-7481-7856-8248 monthly

*Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)*

FINAL FILING DATE:  
Monday, April 22, 2019

Interviews: TBA

**Résumés are not accepted in lieu of a City of Daly City application.**

To apply online, visit

[www.calopps.org](http://www.calopps.org)

## INFORMATION

### DEFINITION

Under general supervision of the Director of Finance and/or the Assistant Director of Finance, to supervise the Utility Billing Division operations and personnel of the Department of Finance; to maintain a system of records therefor in conformance with generally accepted accounting principles and approved office methods; to develop periodic and annual financial and operating reports for use by the City, State, and others; and to do related work as required.

### EXAMPLES OF DUTIES

Supervise all utility billing functions including, but not restricted to, meter readings, bill preparation, account collections and accounting of payment received, servicing customer inquiries, and handling of new accounts.

Select, train, supervise and evaluate assigned staff including subordinate supervisors.

Develop and implement the goals, objectives, policies, procedures and priorities of the division.

Interpret policies and procedures; and recommend changes as necessary.

Prepare staff report, studies and analyses; and make presentations before the North San Mateo County Sanitation District Board, City Council, the public and other agencies.

Prepare utility billing financial and operating reports.

Perform cash audit and determine adequacy of internal accounting controls on cash handling procedures.

Prepare and administer the Division's budget.

Manage and participate in administration of contracts relating to division operations.

Participate in and represent the Finance Department as a member of various committees.

Respond to non-routine customer service inquiries and complaints.

Work with IT staff and contractors to acquire, develop and modify computer applications related to the division's activities.

### MINIMUM QUALIFICATIONS

**Knowledge of:** Principles and practices of administration, effective supervision and personnel management; practices and procedures related to the accountings for cash receipts and the maintenance of customer accounts.

Principles and practices of accounting principles for governmental enterprises and utilities, auditing, billing, collections, receivables, and internal control for cash receipts; principles and capabilities of computerized accounting and utilities systems.

**Ability to:** Supervise and coordinate the work of subordinate personnel and provide on-the-job training; prepare complete and accurate reports; analyze a variety of data processing output and statistical reports; learn and apply pertinent legal requirements and departmental

policies; operate office machines; interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

**Experience:** Five years of increasingly responsible administrative experience in working with and/or maintaining accounting systems (desirably with some involvement with utility operations), three years of supervisory responsibility.

**Education:** Graduation from college or equivalent with a degree in Business Administration, Accounting, or a related field. Experience may be substituted for the college requirement on a basis of two years experience for each year of college required.

## **City of Daly City Prequalification Questionnaire for Utility Billing Supervisor**

**To further assist in evaluating your qualifications, please complete the following prequalification questionnaire.** The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

### **Submit your application and prequalification questionnaire to:**

Human Resources Department,  
City of Daly City,  
295 – 89<sup>th</sup> Street, Suite 105,  
Daly City, CA 94015

OR apply online at: [www.calopps.org](http://www.calopps.org)

(1) Do you possess five (5) years of increasingly responsible administrative experience in working with and/or maintaining accounting systems (desirably with some involvement with utility operations)?

Yes                          No   

(2) Do you have three (3) years of supervisory responsibility?

Yes                          No   

(3) Do you possess a degree in Business Administration, Accounting, or a related field?

Yes                          No   

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_