

Benton County Classification Specifications

Classification Series/Occupational Group: Business & Financial Classification Title: Business Specialist DBM Range: B21-B23 # of Subgrades: 3 FLSA: Non-exempt		Class Description: Incumbents in the Business & Financial Services series represent individual contributors providing a variety of business, fiscal, and human resources functions for the County. Incumbents may serve as subject matter experts in a variety of professional fields or provide for the ongoing administration of a single, specialized County program and/or service offering. This class is the first of two broad levels in the Business & Financial Services series. Incumbents at this level are responsible for performing technical and specialized paraprofessional functions in the areas of accounting, billing tracking, payroll, budgeting, and procurement. Specific duties will vary in accordance with assigned area of responsibility, but will generally include; reviewing and balancing transactions and ledgers; preparing journal entries and vouchers; analyzing sales data and preparing trend reports; tracking and reconciling revenue data; and maintaining client billing histories. Exact assignments and responsibilities will vary in accordance with the following competency levels:			
Characteristics	Work Diversity	Complexity	Knowledge	Responsibility	Classification Level Distinctions
Subgrade 1	Homogenous: Major job responsibilities are considered relatively homogenous requiring the application of similar knowledge, skills and abilities.	Standard: Most difficult job responsibilities typically performed for 30% or less of the employee's time. Additional time may be dedicated to duties that are of a lower complexity.	Possesses and applies a broad knowledge of techniques, procedures and processes of a particular field of specialization to the completion of difficult assignments for a defined area.	Works under close to moderate supervision and follows standard procedures and practices to accomplish assigned work.	Applies basic skills and may develop advanced skill using established methods, equipment and techniques; work is routine and instructions are usually detailed.
Subgrade 2	Mixed: Major job responsibilities exhibit a moderate degree of diversity often requiring the application of divergent areas of knowledge, skills and abilities.	Moderate: Most difficult job responsibilities generally account for 30%-60% of the employee's total work time.	Possesses and applies a comprehensive knowledge of techniques, procedures and processes of one or more areas of specialization to the completion of assignments impacting a moderate area of the County.	Usually works with limited supervision. Assignments are broad in nature, requiring some originality and ingenuity.	Applies some advanced skills to the position or specialization; may adapt procedures, processes, tools, equipment and techniques to meet the more complex requirements of the position.
Subgrade 3	Heterogeneous: Major job responsibilities require the application of varying and diverse knowledge, skills and abilities. Job responsibilities may require the knowledge of multiple functions.	Significant: 60% or more of the employee's time is dedicated to responsibilities that are commonly considered to be the most difficult part of the job.	Possesses and applies an advanced knowledge of a particular field of specialization to the completion of projects and assignments of major complexity impacting significant parts of the County.	Plans and conducts assignments with minimal oversight and/or review. Recommends major changes in procedures to assigned area.	Applied advanced skills to the position or specialization; adapts procedures, processes, tools, equipment and techniques to accomplish the requirements of the position. Incumbents rely on experience and judgment to plan and accomplish assigned tasks. Assignments reflect substantial variety and complexity and generally require some ingenuity and originality. Incumbents may serve as a resource to others in the resolution of complex issues and problems.