

***Business Assistant II (Supervisory),
District Agricultural Association (DAA)
Essential Task Ratings Results***

Task #	Task Statement
01	Researches and compiles statistical data and information for a District Agricultural Association's annual budget request.
02	Performs, compiles and applies analytical data for budget calculations to excel spreadsheets and regarding open positions, staffing, and leave balances for inclusion in the annual budget and the Statement of Operations.
03	Prepares budget transfers.
04	Verifies the availability of funds for transfers.
05	Compiles and maintains budget control information.
06	Compiles data for statements of operations and financials.
07	Maintain, prepare or balance the general ledger, expenses, journal entries or journals to deposit all revenue, as well as, posting all transactions into the appropriate general ledger accounts.
08	Maintains bank accounts for revenues and disbursements. Including reconciling monthly statements to the general ledger.
09	Tracks and maintains multiple funds, including capital outlay, special projects and investments.
10	Verifies operating expenses and capital expenditures as charged to various funds.
11	Prepare payroll ledger and/or data (holiday pay, overtime, and any adjustments for the payroll department using employee's 634's), requisite reports, and/or maintains employee records.
12	Collects, controls, and/or balances competitive entry fees; commercial space rentals; concession percentages; ticket sales revenue for box seats; admission monies and parking fees; tickets and sale from interim events; Satellite Wagering parking; interim concessions; box office events; and/or fair time concessions.
13	Accounts for and reports racing and satellite wagering revenue attendance, handles profit-loss statements and/or concession.

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14	Organizes and performs advance sales for horse racing box seats and performs revenue accounting through invoicing, mailings, and personal phone calls.
15	Verifies, balances, and deposits receipts from fair time.
16	Prepare tax returns including but not limited to: W2, W3, 941, sales tax, payroll tax, etc.
17	Prepares invoices/statements for receivables.
18	Issues receipts for revenue. Maintain ledgers for revenue and expenditures.
19	Accounts for special project funds received from any source outside the Fair.
20	Review, verify, and close accounts each fiscal year.
21	Manage, process, and/or distribute justification for sole source contracts and exemption forms, bid specifications for Request for Proposal (RFP), Invitation for Proposal (IFP), and advertises in the State Register for all internal departments using the computer and past bid packages as references.
22	Negotiates and/or prepares agreements for services and supplies by meeting with suppliers, reviewing products and generating recommendations to take management for final approval.
23	Negotiates and/or prepares rental contracts and works with interim users regarding set-up and facility needs by meeting with clients personally, collecting all information pertinent to events. Works with interim users regarding set up and client needs for their events.
24	Process revenue generating contracts, insuring that requisite information is included.
25	Determine interim event insurance requirements based on the California Fair Services Authority's guidelines.
26	Attends bid openings, record results, and notify bidders using appropriate forms and notification letters. Post award for the protest period (5 business days).
27	Locates and determines appropriate sources of supply, based on price, quality and regulations and policies.

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28	Verifies that items received are consistent with purchase orders, and/or invoices resolving discrepancies with vendors.
29	Maintains purchasing records and prepares reports.
30	Assists the CEO and other management staff with general planning and organization of the fair operations and promotions by offering insight and ideas.
31	Develops policies and procedures for personnel, budgets, accounting, exhibits, etc.
32	Makes recommendations on policies, operations and procedures to the CEO or Board of Directors by attending meetings and planning sessions.
33	Prepares administrative reports and correspondence for management.
34	Researches information to support management decisions as directed by management using whatever means fit the situation.
35	Oversee a District Agricultural Association's (DAA) computer systems.
36	Maintains personnel files and records for all civil servant employees.
37	Determine and disburse appropriate withholding from pay warrants.
38	Provide advice and prepare all retirement, medical, dental, vision, insurance and union dues reports for all civil service and 119 employees by giving them the appropriate forms, assisting them with completion and getting completed forms to the accounting department to ensure correct deductions.
39	Administers labor contract agreements.
40	Processes Workers' Compensation claims for any employees requiring a claim by completing all necessary paperwork and submitting them to the California Fairs Services Authority.
41	Assists and/or prepares responses to grievances by completing all necessary paperwork and submitting to Department of Personnel.

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42	Prepares personnel documents and reports such as NDI, FMLA, liability reports, LOA, employee separation documents, SO-12 hiring documents and packets, duty statements, organizational charts, etc. for all employees and submits to appropriate department when necessary.
43	Audits attendance and time worked information once a month using the computer program/system to generate leave balances for all employees.
44	Provides training, supervision and work evaluations for other permanent or temporary staff.
45	Organizes competitive exhibits.
46	Negotiates with hires and provides orientation to judges.
47	Solicits sponsors for awards.
48	Prepares premium lists/exhibitor handbooks.
49	Adds and deletes competitive exhibits.
50	Interpret and applies State and local rules.
51	Organizes the set-up of exhibits.
52	Applies vendor space during fair, as well as, rental space for non-fair interim events.
53	Researches and compiles statistical data regarding exhibits.
54	Develops promotion strategies to solicit exhibitors.
55	Schedules calendar of facility use and events.
56	Coordinates maintenance and security for events.
57	Assists with general publicity and media efforts regarding events by doing live and recorded interviews for television and radio; and the availability of the District Agricultural Association's (DAA) facilities as a community resource.
58	Assists with the development of promotion strategies by attending meetings with management and contractors and providing input.

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59	Prepares brochures regarding rental rates, events and facility use.
60	Full supervisory responsibility including hiring and disciplinary action for a minimum of three (3) permanent staff who perform duties in at least one of the six business areas (fiscal support and reporting, contracts, purchasing, administrative and personnel, exhibits or events.) Monitored by meeting daily to discuss progress and needs or updated by a weekly report from the employees.
61	Plan, organize, coordinate and prioritize the workload for a minimum of three(3) permanent employees for the Administrative office.
62	Responsible for the development of procedures, training and direction of seasonal administration office employees, including the scheduling and monitoring of their work hours and performance.
63	Assist management in job interview selection for the Administration Department.
64	Trains employees to ensure they meet job expectations by explaining the expectations, assisting when needed and teaching them how to use the tools necessary to do the job, i.e. fax machine; computer; phone system; etc.
65	Work with management in evaluation subordinate employee performance reports.
66	Work with management in handling personnel disciplinary issues for the organization by processing necessary documents.
67	Supervise and oversee employees in processing interim rental, standard sponsorship and revenue generating agreements and see if they are processed in a timely manner and monitor for completion of approval.
68	Coordinate the workload staff regarding the sale of horse racing box seats and reserve seats and make sure they are processed in a timely manner.
69	Gather information for VIP list and process opening ceremony invitations and the distributions of courtesy and credential passes for the VIP list and sponsors.
70	Oversee the duties of receptionist/telephone operator throughout the year and supervise several employees during fair time to make sure all telephone lines are answered in a timely manner and customer service is the fairs #1 priority.
71	Supervises staff in processing incoming and outgoing mail.

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72	Prepare, balance, and post all receipts into the general ledger account. This includes data for the statement of operations.
73	Prepare and balance Part-time, Seasonal and Temporary (PST) employees retirement, California State Employees Association (CSEA), International Union of Operating Engineers (IOUE), Service Employees International Union (SEIU), Other Post-Employment Benefits (OPEB), and/or teamsters union dues as well as ordering bonds.
74	Maintains accurate records and reconciles accounts receivables.
75	Assists with the organization of fair time concessions, including the preparation of communication with concessionaires and the auditing of vendors on a percentage.
76	Obtain, prepare, review and process concession contracts and insurance certificates; assures the accuracy and compliance with State requirements for revenue generating contracts.
77	Coordinate, orders, distributes and audits all passes, tickets and credentials for directors, management, box seat holders, and any special groups or VIP's.
78	For the souvenir booth, prepare invoices and statements; issues receipts for revenue; oversees consignment sales; advance ticket sales; and the operation and transactions.
79	Assists with the preparation of the concessionaires and employee handbooks and all forms used prior to and during the fair.
80	Maintains and calculates leave balances for all civil service employees.
81	Prepares monthly board agenda, attends board meetings, prepares and distributes board minutes, board packets and ensures all board meetings are run accordingly to the Bagley-Keene Government Code requirements.
82	Assists and oversees staff in processing travel claims adhering to per diem rules and regulations for disbursement for represented and non-represented employees and directors.
83	Process Conflict of Interest Statements for management and directors. Oversee staff in processing the Incompatible Activities Certifications for management and staff.