

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Chief Revenue Officer

Definition

Oversees an agency's revenue collection and identifies methods, policies, and procedures to monitor performance and maximize revenue collected by the agency; performs ongoing fiscal analysis to observe and forecast revenue streams; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Conducts research and analysis regarding revenue collection and recommend strategies for increasing performance; analyzes and forecasts revenue streams.

Implements performance improvements to achieve greater consistency and reliability in revenue collection.

Analyze and recommend changes in revenue sources to meet the agency's ongoing operational and programmatic demands.

Reports findings, analysis, and recommendations to management.

Assists in the development of standards and procedures for more efficient budget administration, maintains historical cost data and prepares charts, graphs, and reports for department budget development, presentations, and administration/fiscal analysis.

Collaborates with management to forecast revenues for use in developing future plans.

Competencies Required

Knowledge:

- Economics and Accounting – Economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Mathematics – Arithmetic, algebra, geometry, calculus, statistics, and their applications.

- Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Sales and Marketing – Principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Customer Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Abilities:

- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Mathematical Reasoning – Choose the right mathematical methods or formulas to solve a problem.
- Number Facility – Add, subtract, multiply, or divide quickly and correctly.
- Clerical – Maintain complex clerical records.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Written Comprehension – Read and understand information and ideas presented in writing.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Information Ordering – Arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Mathematics – Using mathematics to solve problems.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.

- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university with a degree in accounting, finance, economics, or business administration, and experience equal to five years of full-time work in professional fiscal management or business analytics.
- 2) Nine years of full-time work experience in professional fiscal management or business analytics.
- 3) A total of nine years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university course work in accounting, finance, economics, or business administration equals one year of full-time experience.

Effective date: 10/19 SA