



CASH HANDLING FOREWORKER

JC: FA250
PG: FP(CH)-SEIU

PC: 811
BU: 03
September 1990

DEFINITION

Under general supervision, plans, assigns, directs and reviews the work of cash handling crews and activities; provides for the instruction of staff in work procedures; performs related work as assigned.

CLASS CHARACTERISTICS

This class assigns and directs the work of cash handlers working either inside a central facility or outside at varying stations throughout the system. Work assignments to be completed are received from a full supervisory class, and the foreworker is responsible for ensuring that the work is completed during the shift. While the foreworker is responsible for some on-the-job instruction of staff and resolving minor personnel problems or disputes, long-range planning, employee selection and resolution of major disciplinary matters are left to the supervisor in charge.

EXAMPLES OF DUTIES

1. Plans daily work schedules and projects including the assignment of personnel to particular internal work stations or to work crews for external cash collections.
2. Ensures that the work is done to accepted work standards and within an established time frame.
3. Determines needed materials, supplies and labor requirements to complete assigned work.
4. Receives trouble reports and dispatches trouble-shooting crews to stations in need of servicing.
5. Conducts visual station checks for collection crew performance and service requirements.
6. Schedules and follows up on personnel training; assures work coverage during periods of employee absence.
7. Prepares time cards and attendance records; conducts disciplinary action through first step and recommends further disciplinary action, as required.
8. Monitors progress of probationary employees; maintains strict security measures at work stations and other locations.

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9. Activates manual equipment controls in the event of failure.
10. Confers with District police on AFC equipment problems and variances.
11. Prepares, reviews, verifies and balances a variety of cash reports.
12. Runs audit tapes on coin and currency collected and counted; reconciles discrepancies in cash counts and cash collections.
13. Packages, weighs and verifies coin and currency for deposit; prepares and verifies deposit slips, armored truck carrier vouchers and currency and coin letters for shipment; dispatches deposit onto armored trucks.
14. Monitors inventory of supplies and equipment.
15. Prepares proposals/contracts for competitive bidding for the purchase of supplies and equipment; expedites orders as necessary.

QUALIFICATIONS

Knowledge of:

Principles, practices, methods, materials, equipment and techniques of collecting and counting large volumes of cash.

Basic supervisory principles and methods including work assignment, instruction and motivation.

Applicable safety principles and practices.

Skill in:

Planning, assigning, directing and reviewing the work of cash handling personnel.
Instructing and motivating assigned personnel.

Implementing and interpreting goals, work rules, policies, procedures and work standards.

Analyzing problems, evaluating alternatives and making creative recommendations.

Preparing, maintaining and reviewing accurate cash handling records and reports.

Exercising sound independent judgment within general policy guidelines.

Establishing and maintaining effective working relationships with those contacted in the course of the work.

Detecting discrepancies and problem-solving to achieve solutions.

Other Requirements:

Must possess a valid California driver's license and have a satisfactory driving record.
Must be physically capable of lifting bags and magazines of coins weighing up to 50 pounds, pushing carts weighing up to 1000 pounds and standing and bending during work shift.

MINIMUM QUALIFICATIONS

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Equivalent to graduation from high school and three (3) years experience in a high volume cash handling environment which included the posting of collections and the sorting and counting of large amounts of money; experience in directing the work of others is desirable.

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