



DUTY STATEMENT

PR LOG #: FR26-271

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Education Fiscal Services Consultant					
BRANCH					
Operations and Administration					
DIVISION				OFFICE	
School Fiscal Services				Financial Accountability and Information Services	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R21	E	2050	174-260-2898-103	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under direction of the Financial Accountability and Information Services (FAIS) Unit Administrator, and working cooperatively with FAIS - Information Services Unit B and the Technology Services Division, this position facilitates transparency and accountability by informing the public and the Legislature of the impacts of the state budget on the pay and benefits of the education workforce through the implementation of the School Employees Salary and Benefits Data Collection (SESBDC), data analysis and preparation of reports to the Legislature. The incumbent participates in the monitoring of financial solvency of California's transitional kindergarten through grade twelve local educational agencies (LEAs) to complement annual statewide reporting and analysis of changes in the compensation levels, state funding levels, overall economic conditions, and related impacts on the fiscal health and stability of the LEAs.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
The incumbent reports directly to the Education Fiscal Services Administrator; however, direction and assignments may also come from the Education Fiscal Services Administrator of the Fiscal Oversight and Support (FOS) Office, the Associate Director, and Director.					
SUPERVISORY RESPONSIBILITIES					
The incumbent does not exercise supervisory duties.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
May require sitting for long periods of time while using a personal computer, reviewing documents, and testing applications or working on Excel spreadsheets. The work environment may be fast-paced and very detailed. At times, the work may be deadline driven. The position requires flexibility.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 30

☒ Essential Function☐ Non-Essential Function**Duties Performed**

The incumbent leads the analysis of the annual data and changes in certificated and classified salary schedules over time, and the development of annual legislative reports. Additionally, the incumbent responds to state agency, legislative, and public inquiries regarding data collected through the SESBDC; advises management on the interpretation of the statutory provisions related to matters involving school staff compensation, and applicable impact on the LEAs and various aspects of school finance.

Relative % of Time Required: 20

☒ Essential Function☐ Non-Essential Function**Duties Performed**

As the subject matter expert in the collection and analysis of salary and benefits data for school employees, the incumbent ensures that business requirements for the SESBDC are in compliance with statutes and regulations and alignment with education industry practices, with consideration for implications of the data reporting on the California LEAs and the education finance policies and initiatives. The incumbent participates in system development that includes evaluation of existing business requirements for currentness and applicability to the data collected in the initial collection cycle; effective communication of the new and updated requirements to interested parties; evaluation of testing results and determination of system readiness for annual deployments. The SESBDC maintenance includes review of current accounting and budgetary guidelines and pending legislation for potential impact on data collection; analysis of system documentation to ensure system is sustainable and capable of producing the required data for legislative reports

Relative % of Time Required: 20

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Responsible for ensuring the financial solvency of county offices of education and school districts in single-district counties. This includes conducting a process of in-depth monitoring, annually approving/disapproving annual budgets and interim reports, and public disclosure documents of the proposed collective bargaining agreements, reviewing annual audit reports, and researching and analyzing financial and demographic trends. Communicate and meet with superintendents and school business officials on matters related to financial solvency and the cost of implementation of proposed collective bargaining agreements. Coordinate with the Local Agency System Support Office on approval of COE (and district) Local Control and Accountability Plans (LCAP), including the evaluation of the budgetary related aspects of the plans.

Relative % of Time Required:	20	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Advise and make recommendations to management on fiscal solvency and management policy as it relates to changes in compensation levels for school personnel; draft and analyze legislation relating to SESBDC and issues related to school employee compensation; respond to public inquiries related to school finance issues and trends. Collaborate with others in the section, division, and department, as needed, to share information and ensure consistent messaging throughout the department. Stay current on educational trends and relevant changes related to school finance; attend conferences and workshops.			

Relative % of Time Required:	10	☐ Essential Function	☒ Non-Essential Function
Duties Performed			
Other duties as assigned.			

Relative % of Time Required:		☐ Essential Function	☐ Non-Essential Function
Duties Performed			

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Knowledge of school administration practices, school district business practices, financial management, staffing, current practices and procedures for the preparation of school budgets, accounts and records; principles of governmental fund accounting, education program cost accounting, interim financial status reports and year-end expenditure reports; public school law and finance; automated financial management systems and software applications; and general knowledge of other areas of LEA operations.

Ability to interpret data, solve administrative and fiscal problems, and speak and write effectively; establish and maintain cooperative relations with local, state, and federal officials and agencies.

PERSONAL CONTACTS

Contacts with all levels of departmental employees including Directors, Managers, Supervisors, Local Educational Agencies and other government agencies such as the Department of Finance, State Controller's Office, and the general public.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME

EMPLOYEE SIGNATURE

DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME

MANAGER/SUPERVISOR SIGNATURE

DATE

HRD C&P ANALYST

HRD APPROVAL DATE

EFFECTIVE DATE

DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor



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☒ Essential Function☐ Non-Essential Function**Duties Performed**

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