

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: SPECIAL EDUCATION FINANCIAL ANALYST

BASIC FUNCTION:

Administers, coordinates, and plans the development, allocation, and reporting of complex financial results and activities for the Special Education program; advises, coordinates and serves as expert resource on special education financial and business related matters; prepares, reviews and distributes a wide variety of financial reports including quarterly fund balance analyses, reimbursement reports to various finance and school district administrators; and perform all other duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Reviews, audits and authorizes Special Education funding and administrative reports submitted to and received from the California Department of Education and other regulatory agencies;

Ensures compliance with generally accepted accounting practices and applicable regulations and policies; prepares and maintains a variety of narrative and statistical reports, correspondence, worksheets, records and related files;

Performs responsible tasks in connection with financial interim and adopted budgets, unaudited actuals, accounting and fiscal reports;

Reviews and analyzes adopted and working budgets, monthly projections, and allocation plans; determines data needs for various financial reports; tests validity of collected data;

Reviews special education certification documents and County Excess Tax distribution;

Advises county office administration, school districts, and SELPA of financial implications of adopted budgets and projections during various meetings and correspondence; based on data suggest solutions to deal with various financial challenges;

Works with county office business officials to complete fiscal review of Special Education programs; reviews and approves requisitions, terms of contracts and other transactions initiated by administrative staff and program managers.

Leads and facilitates discussions regarding program funding and expenditures; advises on appropriate use of funding;

Monitors and interprets school business legislation to communicate implications; serves as an information source regarding fiscal procedures, policies, requirements, and standards for Special Education in accordance with applicable law, regulations and policies and procedures; interprets and analyzes policies and regulations and participates in the analysis of legislation disseminated by SELPA and other regulatory agencies;

Plans, directs and monitors special projects; confers with auditors; advises and responds to

inquires related to program funding and expenditures;

Meets and confers with administrators and program managers at school districts and charter schools as needed to provide direction, technical and procedural assistance on special education fiscal matters;

Reviews state, regional, and administrative reports impacting school district and charter school funding and reimbursements owed for services; provides district special education administrators with financial updates on the status and use of specialized funding in accordance with established guidelines;

Plans for, selects, trains, coordinates, assigns work to, and evaluates support staff; determines workload priorities and adjust assignments as needed to meet established time lines.

Researches, analyzes, interprets, and ensures Special Education Administrative office and district instructed actions are in compliance with Education Code, laws, regulations, and court decisions;

Reconciles Special Education reports, tax, and apportionment to state and county reports;

Develops and implements short-term and long-term plans; provides data for long-term planning in own branch; participates in decisions that frequently have major impact across Office branches and school districts;

Situations are varied and sometimes highly complex; requires independence and autonomy in decision-making within framework of broadly stated policy guidelines, precedents, specialized knowledge, and prior research;

OTHER DUTIES:

Performs all other related duties.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Accounting, budgeting, financial analysis and research techniques as related to special education within school districts.

ABILITY TO:

Interpret, analyze, and apply laws, codes, regulations and court decisions affecting schools and special education.

Design and implement computer worksheets and programs.

Produce detailed projections for varied audiences.

Communicate both orally and in writing with large and small audiences.

Perform financial and other statistical analysis.

Administer programs.

Manage personnel through coordination and cooperation.

Adapt style to divergent situations with groups on a frequent basis.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree from an accredited college or university with major course work in accounting, business administration or a related field; and four years of job-related experience with demonstrated competence.

WORKING CONDITIONS:

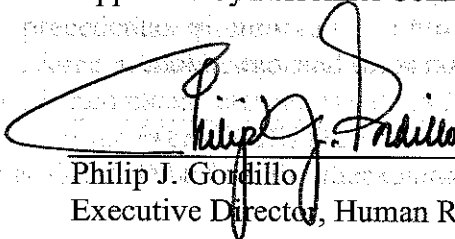
ENVIRONMENT:

Indoor office environment. The incumbent in this position will be required to work hours beyond the normal workday and participate in meetings, conferences and professional development activities locally and outside the area; frequent driving of a car may also be required.

PHYSICAL DEMANDS:

- Hearing and speaking to exchange information in person and on the telephone
- Seeing to read, prepare and proofread documents, perform assigned duties
- Sitting or standing for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally as needed
- Lifting light objects.

Approved by Personnel Commission:



Philip J. Gordillo
Executive Director, Human Resources

7/01/11
Date