

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED SEPTEMBER 2019
RANGE: SALARY SCHEDULE #20
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

**CHIEF ANALYST
(Fiscal Crisis and Management Assistance – FCMAT)**

DEFINITION

Under the direction of the Deputy Executive Officer (DEO) of the Fiscal Crisis and Management Assistance Team, the Chief Analyst assumes a higher level of responsibility in numerous areas, including job assignments, oversight and administrative tasks within the FCMAT organization.

The Chief Analyst works cooperatively with K-12 districts, county offices of education, community colleges, charter schools, state agencies, private sector service providers, and professional organizations in order to carry out the objectives of the specific assignment.

EXAMPLES OF DUTIES

May be assigned to fiscally distressed or insolvent school districts. These assignments may include the responsibilities of “fiscal expert” or “fiscal advisor.” Under this assignment, stay and rescind powers may be assigned to the Chief Analyst by FCMAT administration in concurrence with the request of the applicable county superintendent;

may lead a specific statewide or organizational-wide initiative within FCMAT by developing parameters, work plan, internal and external coordination with FCMAT staff and other agencies;

serve as an internal reviewer for quality control and final edit of all FCMAT reports and publications;

perform high-level and complex analysis regarding: budget, financial analysis, multi-year projections, cash flow, and other financial stability indicators;

develop and present professional learning course materials;

develop, revise and instruct FCMAT staff on standard operating procedures (SOPs);

manage consultant personnel and assist in report writing training as needed;

conceptualize, create and deliver appropriate products to the field intended to support the professional efforts of business officials and business office staff (including handbooks, software, applications, fiscal alerts, publications and overall website offerings);

attend and present at various local and state level committees, organizations, board and policy meetings as assigned;

may supervise support staff;

attend and participate in FCMAT administrative team meetings;

coordinate FCMAT field staff meetings;

attend and participate in FCMAT board meetings.

QUALIFICATIONS

Knowledge of:

California public school finance, education code, school business management practices, general accepted accounting practices, public accounting, and governmental accounting;

all aspects of AB 1200 and AB 2756 as described in Education Code 42127;

auditing standards.

Ability to:

Manage and administer large and complex programs and projects;

work independently and supervise diverse staff members and consultants.

Experience:

Five (5) years of proven and progressive management and administrative experience with documented success in the development and implementation of improvement plans and special projects required.

Five (5) years of experience as a chief financial officer (CFO), chief business official (CBO), chief technology officer (CTO) or chief facilities officer at a school district, county office of education or community college.

Education:

Bachelor's degree required.

Master's degree preferred.

Special certifications in related subject matter are preferred.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position is overtime exempt and has a probationary period of one year.

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9/4/19

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