

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED AUGUST 2001
RANGE: SCHEDULE #91
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 2, 6, 8**

**MANAGEMENT ANALYST – INFORMATION AND DATA SYSTEMS
FISCAL CRISIS AND MANAGEMENT ASSISTANCE TEAM (FCMAT)**

DEFINITION

Under general supervision conduct on-site county office and school district visitation to provide supervision for team financial and management assistance reviews;

organize and manage operational, analytical and fiscal data analysis;

oversee AB1200 requirements;

provide training and supervision of team personnel.

EXAMPLES OF DUTIES

Conduct on-site visitation to county offices and school districts to advise and assist administrators and school boards on administrative and financial matters for the County Office Fiscal Crisis and Management Assistance Teams;

conduct research necessary on school fiscal, administrative and other support operations that relate to all business procedures and practices;

check, correct as necessary, and give approval to forms, agreements, contracts, etc.;

oversee fraud, forensic, managerial, fiscal, and other audits;

plan, organize, and manage a variety of data sources;

interpret and report research findings;

develop trend reports;

perform school district financial analysis;

develop procedures, forms and surveys to gather research data;

prepare detailed narrative, oral, statistical and graphic reports;

oversee the review of maintenance, upgrading, and installation of database systems, information systems, and instructional and administrative network systems;

develop procedures for projecting enrollment and financial data;

supervise support personnel on the County Office Fiscal Crisis and Management Assistance Teams;

work with professional and community committees, organizations, institutions, and other agencies at the local, state, and national level to promote improved practices in school administration.

QUALIFICATIONS

Knowledge of:

Issues affecting public school financing and school business management in California;

AB1200 and AB3141 requirements;

organizational and management principles as they apply to public school business operations;

managerial and supervisory skills;

analytical skills, data processing and analysis skills;

knowledge of and willingness to stay abreast of trends, innovations and practices in school administration, finance, and technology;

principles and procedures for collecting data relevant to school business functions;

data processing methods as they relate to database systems;

business statistics, statistical inference, probability and projection;

State education codes;

principles, practices and methods of research;

management techniques and methods;

district policies and administrative directives;

administrative and instructional information systems and networks.

Ability to:

Utilize complex computerized information and network systems in an effective manner;

prepare a variety of clear and concise narrative, statistical and graphic reports and presentations;

effectively and tactfully communicate in both oral and written forms;

define problems, design efficient and organized plans to collect and format data, draw logical conclusions;

interpret and implement office policy, objectives and directives;

interpret and apply laws, regulations and guidelines;

supervise, motivate and evaluate the work of others;

establish and maintain effective working relationships with others in the performance of required duties;

work cooperatively with a team under deadline situations;

work harmoniously with staff, administrators and school boards, both as a leader and a group member.

Experience:

Five (5) years of progressively responsible experience in a school district or county office of education performing some or all of the duties listed above.

Education:

Bachelor's degree with concentration in Business Administration or Management Information Systems;

Master's degree 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.

TS: gs

11/23/15

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