

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED OCTOBER 2026
SALARY SCHEDULE #20
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT
CODE: 2, 6, 8**

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

DEFINITION

Under general supervision, 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 TK-12 districts, county offices of education, community college districts and colleges, charter schools, state agencies, private sector service providers, and professional organizations in order to carry out the objectives of the organization.

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 staff;

attend and participate in FCMAT administrative team meetings;

coordinate FCMAT staff meetings;

attend and participate in FCMAT board meetings, when requested;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Leadership principles and supervisory methods, techniques and best practices;

issues, trends, and challenges affecting public school finance, school business management and educational operations in California;

California public education school systems, including the organization, governance, policies, processes and operational procedures of TK-12 school districts, county offices of education, community college districts and colleges, and charter schools;

California Education Code, Government Code, and other applicable laws, regulations, and requirements governing educational agencies;

generally accepted accounting principles, financial management practices, and internal controls;

public accounting, governmental accounting, and governmental auditing;

budget development, fiscal planning, forecasting methodologies, and long-range financial analysis for governmental organizations;

educational technology management systems and tools;

educational data management practices, including data collection, analysis, reporting, and decision-making processes;

educational personnel management principles and practices;

generally used tools for school finance (i.e., Local Control and Funding Formula (LCFF) calculator and Projection-Pro).

Ability to:

Manage and administer large-scale, complex projects from planning through implementation;

exercise discretion and sound judgment in handling confidential information and sensitive matters;

work effectively both independently and remotely while maintaining productivity and accountability;

lead, oversee and supervise the work of diverse staff members and teams to achieve organizational objectives;

collaborate effectively with FCMAT staff, local educational agency (LEA) personnel, consultants, and a broad range of educational partner organizations;

establish, strengthen, and maintain productive client relationships while serving as a trusted resource to LEAs throughout California;

function as a strategic advisor by assessing LEA needs and recommending tailored solutions aligned with industry best practices and organizational goals;

collect, validate, and organize data from multiple sources to identify trends, patterns, and opportunities. Prepare clear and concise summaries of findings for technical and non-technical audiences;

interpret and apply knowledge of policies, laws, regulations, education codes, and pending legislation affecting LEAs;

prioritize workload, manage competing priorities, and meet multiple deadlines in a fast-paced environment;

convey complex technical and operational concepts clearly and effectively to diverse audiences;

travel throughout California for 30% or more of the work year.

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), chief facilities officer, FCMAT Intervention Specialist or similar position at a school district, county office of education, community college district or college or other educational entity and/or experience.

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.

CP: rn

10/16/2026

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