

JOB DESCRIPTION
San Diego County Office of Education

Program Business Specialist

Purpose Statement

The job of Program Business Specialist is done for the purpose/s of providing business services and operational support to assigned function or program; evaluating needs and preparing comprehensive analytical reports; and ensuring compliance with established policies, regulations and legal requirements.

This job is distinguished from similar jobs by the following characteristics: board range of business related functions in support of a program; positions may supervise accounting or technical subordinates, supervision is limited and incidental to this class.

Essential Functions

- Attends a variety of staff, management and other meetings for the purpose of gathering information required to perform functions and/or presenting information related to assigned program/s.
- Conducts research, analyze complex financial and statistical data for the purpose of reporting findings and making recommendation pertinent to assignment.
- Maintains a variety of fiscal information, files and records (e.g. contracts, leases, legal documents, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Participates in the development of budgetary plans and programs for assigned program/s for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.
- Prepares a wide variety of written materials and electronic financial information (e.g. financial/operating reports, budget for assigned program/s, proposals, contracts, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal and/or administrative requirements to county of education staff.
- Provides fiscal, functional and support to assigned program/s for the purpose of assisting Internal Business Services and District Financial Services in ensuring efficient processing in compliance within state, federal and/or district policy and established regulatory guidelines.
- Responds to inquiries from a wide variety of sources (e.g. County Office personnel, vendors, State agencies, etc.) for the purpose of facilitating communication and/or providing guidance among several parties; providing information and/or referral for addressing inquiry.
- Reviews budget and expenditure transfers for the purpose of ensuring accuracy of data and adhering to fiscal procedures.
- Serves as a liaison between divisions, departments and the central budget staff for the purpose of ensuring compliance with established laws, codes, regulations, timelines and legal procedural requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Supervises employees in technical support activities as assigned for the purpose of ensuring their department and individual performance objectives are met.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws; communicating with persons of varied cultural and educational backgrounds; operating standard office equipment including utilizing pertinent software applications; preparing budgets and financial plans; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: procedures and systems; methods and practices of statistical analyses and financial record keeping; applicable federal and state laws, and other related mandates.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; being attentive to detail; meeting deadlines and schedules; and working under time constraints.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Bachelors degree in job-related area.

Equivalency

Required Testing

Pre-Employment Proficiency Test

Certificates

Driver's License & Evidence of Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA State: Exempt

Salary Range: Classified Management, Grade 30

Personnel Commission Approved: October 19, 2016