

JOB DESCRIPTION
San Diego County Office of Education

CTE/WORKABILITY PROGRAM ANALYST

Purpose Statement:

Under general direction, the CTE/Workability Program Analyst performs a variety of complex technical, financial, and support services involving data analysis, program facilitation, project implementation, program budget recordkeeping, and other related duties in support of the CTE/Workability programs for the Juvenile Court and Community Schools Program.

Diversity Statement

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Supports the administration in the implementation of the CTE and Workability programs for students enrolled in the Juvenile Court and Community Schools Program (JCCS).
- Serves as a liaison for the assigned program and responds to inquiries and requests for information about the CTE/Workability JCCS program from staff, parents, student, and the public.
- Facilitates program components, support needs, and materials for the purpose of meeting grant requirements and program guidelines.
- Organizes workshops, meetings, and trainings for JCCS and SDCOE staff on CTE/Workability topics to promote effective functioning and share best practices for the program.
- Monitors and approves expenditures for assigned programs and collaborates with assigned Business Specialist to ensure expenses are within budget limits, availability of funds, and conform to grant and program requirements.
- Prepares a variety of program-mandated reports as needed to comply with all grant and program funding and reporting requirements, including reporting for the Department of Labor, Department of Justice, and the California Department of Education.
- Maintains a variety of manual and electronic files and records for program needs and to comply with regulatory and grant requirements.
- Provides technical direction to assigned Work Readiness Assistants to train them on program and grant requirements; serves as a resource and collaborates with the Assistants on student case management and student payroll administration.

- Assists in writing narratives for grant proposals, researches and compiles statistics and data for grants and projects, and designs and implements operating plans and procedures to fulfill grant objectives and criteria.

Other Functions:

- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the program.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Current trends related to Workability and Career Technical Education;

Relevant federal, state, and local laws, codes, and regulations related to Career Technical Education and Workability programs;

Principles of data review and reporting;

Standard office procedures and practices related to recordkeeping;

English grammar, punctuation, and spelling;

Proofreading;

Customer service skills;

Data management systems such as assigned student information systems and learning platforms;

ABILITY TO:

Analyze complex program and budget data to make recommendations for effective program services;

Communicate effectively with diverse groups;

Make presentations to individuals, small, and large groups;

Perform queries and retrieve data to prepare assigned reports;

Create promotional and training materials;

Work independently on a variety of projects;

Establish and maintain cooperative working relationships.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting.

May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Experience: A bachelor’s degree in education, social services, or closely related field; and

Education: Three (3) years’ experience supporting the implementation of CTE or Workability programs and activities in an alternative education setting, including developing schedules, timelines, contracts, and coordinating classroom materials needed; or

Equivalency: A combination of education and experience equivalent to a bachelor’s degree in education, social services, or closely related field and three (3) years’ experience supporting the implementation of CTE or Workability programs and activities in an alternative education setting, including developing schedules, timelines, contracts, and coordinating classroom materials needed.

Required Testing

N/A

Certificates, Licenses, Credentials

Valid California Driver’s License

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance

Physical Exam including drug screen

Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support Grade 058

Personnel Commission Approved: June 21, 2021

Revised: N/A