



JOB DESCRIPTION

Position Code: 763
Management Group: CSEA
Salary Range: 31
Work Calendar: 001
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POSITION TITLE: State and Federal Restricted Funds Operations Technician

DEFINITION: Under general direction, monitors and supports Title I and LCFF funded budgets, programs, positions, for school sites or departments within the district and applicable grants awarded. Provides guidance and support of fiscal activities associated with Title I or LCFF funding sources and ensures compliance with applicable federal and state laws and regulations.

DIRECTLY RESPONSIBLE TO: Director, Student Learning Assistance

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Assists with monitoring assigned district state and federal restricted budgets to ensure funds are utilized to support site goals and actions related to unduplicated student groups.
2. Provides technical guidance and budgeting support for assigned areas of responsibility to assist site administrators, controllers, and school secretaries with supplemental budgets per the School Plans for Student Achievement (SPSA).
3. Reviews received site and district expenditures for accuracy and completeness including the appropriate funding source(s)
4. Provides support to school sites and programs identified for Federal Program Monitoring (FPM).
5. Collaborates with Human Resources to review positions and assigned staff to ensure school site LCFF and Title I funded personnel is accurate and in compliance with applicable laws, regulations and directives.
6. Attends in-district Title I meetings and provides training and support to site administrators around the management of supplemental site budgets, effective budgeting strategies and the efficient use of funds, as required.
7. Collaborates with Sacramento County Office of Education (SCOE) and CA Department of Education (CDE) to build capacities around state and federal programs and attends meetings to remain abreast of changes to regulations.
8. Assists with ensuring fiscal compliance of applicable federal and state laws, regulations, etc., related to the funding of categorical programs and maintains accurate and auditable fiscal records.
9. Provides analysis of funding and resource distribution to maintain compliance with LCFF measures and makes recommendations on how the district can allocate funding more efficiently to improve services related to school/department LCFF budgets, programs and positions.
10. Collaborates with program staff, to complete Consolidated Application, LEA Plans, and Federal Programs Monitoring, as required.
11. Provides support of and monitors fiscal activity of specific grants, as assigned.
12. Reviews purchase/service agreements and maintains budgets for Non-Public Schools (NPS) to verify accuracy of calculations, availability of funds, and use of proper budget code(s).
13. Serves as a liaison for the district to collaborate with a consultant to prepare invoices for NPS services at other districts.

14. Monitors processes to ensure compliance of federal time accounting requirements of all federally funded positions and makes recommendations for improvements to departmental processes/procedures.
15. Collaborate with principals to determine and monitor site Title I and LCFF supplemental budgets including providing costing of supplemental positions.
16. Performs other duties as required.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education and/or experience equivalent to graduation from an accredited college or university with major course work in business administration, accounting, financial management, or a closely related field and increasingly responsible experience in a budget/or accounting department of a large organization, preferably in a government agency.

Knowledge, Skills, and Abilities:

- Ability to communicate effectively both verbally and in writing with administrators, staff and the community
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff and the community
- Ability to establish priorities and meet deadlines
- Ability to maintain consistent, punctual and regular attendance
- Knowledge of accounting and budgeting principles, procedures and terminology
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Knowledge of modern office practices and procedures, including filing systems
- Ability to analyze data accurately and take an effective course of action
- Ability to understand and follow verbal and written instruction
- Ability to learn, interpret, explain and apply applicable federal, state and local laws, regulations, rules, codes, policies and procedures
- Ability to analyze and interpret fiscal data, draw logical conclusions and prepare clear and concise reports.
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Moderate noise
- Continuous contact with staff and the public

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Inspect documents and other written materials with fine print
- Communicate to exchange information both in person, in small groups, and/or on the telephone
- Move about facilities to conduct work, including walking, sitting, standing or remaining in a stationary position for extended periods of time

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- Physical, mental and emotional stamina to endure long hours, under sometimes stressful conditions
- Operate office equipment requiring repetitive hand movement and fine coordination

Other Characteristics:

- Ability to work additional hours and weekends on occasion
- Ability to travel locally to attend meetings and other events

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 8/25/2021