

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Business Support Assistant II (CONFIDENTIAL GRADE 060)

DEFINITION:

Under general direction performs a wide variety of complex administrative office/secretarial, fiscal, and budget functions for the Business Services Division; plans, coordinates, and organizes office activities and processes for the division.

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.

DISTINGUISHING CHARACTERISTICS:

The Business Support Assistant II job class differs from those in the Administrative Assistant series in that this classification has responsibility for technical and complex fiscal or budget functions in a business office in addition to the complex administrative support functions. It is distinguished from Business Support Assistant I in that the scope and breadth of this assignment extends to an entire division. Incumbents in this classification must have an in-depth understanding of business services functions in order to independently perform complex analytical tasks related to reporting, presenting information, and ensuring compliance.

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. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Functions as the lead secretarial and administrative support for office operations of the Business Services Division; plans, coordinates, and organizes office activities and processes for the division; monitors and facilitates office workflow and assures compliance with established timelines, procedures, and standards of quality; coordinates information exchange with internal and external sources.

Maintains and coordinates appointment and activity schedules and calendars for assigned administrator; coordinates travel arrangements including registrations, hotel and flight reservations, travel authorizations, and expense and reimbursement reports.

Trains staff on division processes; serves as a lead to division-wide administrative support staff; leads and oversees the work of office support staff; participates on and chairs committees as assigned; schedules and organizes meetings; takes, transcribes, and disseminates minutes of meetings.

Collects board items from division programs; reviews and prepares board items for administrator; ensures items are scheduled and calendared in accordance with applicable rules and deadlines.

Serves as a liaison between division programs, other SDCOE divisions, school district administrators, and state agencies in assigned functions.

Performs a variety of duties in support of special projects.

Prepares and delivers presentations on division processes, systems, or related topics.

Researches, prepares, and provides information related to employee bargaining and a variety of other division functions.

Explains administrative and fiscal policies and procedures to staff and the public.

Composes, edits, and prepares correspondence, contracts, and other materials; proofreads, edits, and formats written materials for accuracy, completeness, and conformance with applicable rules, regulations, and procedural requirements.

Makes recommendations on the development of division budgets; prepares preliminary budgets; manage division, departments, and special project budgets including processing budget transfers, monitoring balances and expenditures, create and update budget reports, process payables and receivables as assigned.

Ensures compliance with established policies, regulations, and legal requirements; studies, plans, directs, and coordinates the development and implementation of systems and procedures used to divisional and organizational operations.

Reviews data and other materials collected for consistency, accuracy, and compliance with state and federal laws.

Develops, audits, verifies and prepares a variety of comprehensive fiscal and budget reports and procedures; creates, maintains, and interprets complex spreadsheets.

Analyzes complex technical data and draws valid conclusions; makes recommendations to appropriate administrator.

Calculates revenue allocations and disburses funds in accordance with legal requirements; prepares invoices for school districts, private schools, and other agencies for services provided.

Organizes and maintains operational records, files, and supplies and other departmental information.

Monitors administrative and fiscal systems and procedures to ensure adequate controls; assists in the design, improvement, or update of administrative and fiscal systems, policies, and procedures.

Screens and routes mail, phone calls, and office visitors.

Operates computers and related software and standard office machines.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

Education, training, and experience which clearly demonstrates possession of the knowledge and abilities described below. An example of qualifying education and experience would be: college-level coursework in accounting, finance, or related field and a minimum of five years of progressively responsible related experience.

KNOWLEDGE AND ABILITIES:

THOROUGH KNOWLEDGE OF:

San Diego County Office of Education organization, operations, policies, and procedures.

Budgetary and accounting principles, fiscal management, and business practices and procedures
Applicable laws, California Education Code, regulations, policies, and procedures related to assigned activities.

Current office practices, equipment, and a variety of software including cloud-based applications, spreadsheets, presentations, complex reports, Board meetings, webpage management, and virtual and hybrid meetings.

Secretarial practices, business correspondence, and filing systems.

Proper English grammar, usage, and spelling.

Research and report writing techniques.

ABILITY TO:

Adhere to school district accounting principles

Compile and interpret financial data

Accurately prepare detailed financial and narrative reports

Understand and explain related administrative and fiscal regulations, policies, and procedures

Advise others and make recommendations

Make decisions on procedural matters with limited supervision

Keyboard and input data accurately at speed sufficient to perform assigned tasks

Accurately perform arithmetic computations

Operate standard office equipment including computers and software used in the course of business

Meet required deadlines

Follow oral and written instructions

Establish and maintain effective working relationships with staff members, other departments, and the general public

Communicate effectively orally and in writing

Prepare and deliver presentations

Prepare accurate and concise correspondence and reports

Plan and direct the work of others with minimum supervision

Provide technical leadership, guidance, and assistance

Work effectively independently and as part of a team

Organize and prioritize work

Exercise appropriate judgment in making decisions

Maintain confidentiality of information

Demonstrate attendance sufficient to complete the duties of the position as required

Complete tasks thoroughly, accurately, and with attention to detail

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license. Maintain eligibility for insurance.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office setting.

Drive a vehicle to attend meetings and conduct work.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift, carry, push, pull, and/or move light objects.

Established	Approved by the Personnel Commission	Revised	FLSA Status	Salary Grade
12/2014	12/17/2014	09/2023	Non-Exempt	Confidential Grade 060