KYRENE SCHOOL DISTRICT

CLASS SPECIFICATION

OPERATIONS ANALYST, SENIOR

DEPARTMENT:	BAND/GRADE/SUBGRADE:	FLSA STATUS:
District Wide	C/4/4	Exempt

CLASS SUMMARY:

Reporting to an Assistant Director, Director, Executive Director or other senior leadership this classification performs the most complex technical work and operational oversight of assigned function(s) within the Department such as the analysis of data, development of programs and project management to support optimal Department performance, in addition to other assigned functions. Incumbents perform complex process and analysis work within the function, advise management of operational issues and provide solutions, and develop and implement processes and procedures.

ESSENTIAL DUTIES: This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	PERCENT OF TIME	BAND/ GRADE RATING
Provides technical oversight of assigned functions and related processes including: developing and implementing processes and procedures; serving as the district function liaison with management, external agencies, administration, and other departments; resolving operational issues; evaluating and approving final results and outcomes; and completing and/or reviewing required reports; and ensuring the timely completion of operations.		C4
Administers contracts and purchasing processes including: developing specifications; conducting contract negotiations; resolving and troubleshooting contract related issues; and negotiating and resolving issues with vendors and consultants.		C4
Conducts complex operational, financial, and functional research, audits, and analysis; creates reports; provides recommendations; and consults with and makes presentations to management and administration.		C4
Performs special studies and projects as requested; performs internal analysis and review and provides subject matter expertise; provides technical and operational support to management; and acts as a project manager for implementation of new systems, processes, and operations.		C4
Acts as lead worker for other function staff making work assignments, reviewing work, mentoring, and training staff and determining completion of work.		B2
Performs other duties of a similar nature and level as assigned.	As Required	n/a

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Training And Experience:

Bachelor's degree and six to eight years of related operations/function experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed.

Licensing/Certification Requirements:

- AZ Fingerprint Clearance Card may be required based upon assignment.

Knowledge of:

- Based on area of assignment, pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes;
- District policies, procedures, organization structure and school requirements;
- Principles and practices of assigned function;
- Project management processes and methods;
- Data/financial/operational management, analysis, and research methods;
- State and federal reporting requirements related to area of assignment;
- Computer systems and applications related to function;
- Contract and vendor management and administration; and
- Employee training and mentorship principles and practices.

Skill In:

- Working under pressure to meet timelines and handling multiple and changing priorities;
- Communicating effectively, both orally and in writing;
- Customer service;
- Operations management;
- Training and employee mentorship;
- Managing studies and projects;
- Conflict resolution and problem solving;
- Interpreting and applying laws, regulations, codes, and policies;
- Use of a variety of computer-based technologies; and
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy, and patience.

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ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Class History Information:

Prepared by Logic Compensation Group 3/2023

Revised by Talent Management 5/2023