



JOB DESCRIPTION

Position Code: STATE/FED RS
Bargaining Group: CSEA General
Salary Range: 51
Work Calendar: 001
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POSITION TITLE: Program Analyst

DEFINITION: Under general direction, and/or in conjunction with the Director/Program Manager, monitors and supports federal, state and local 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 federal, state and local funding sources and ensures compliance with applicable federal and state and local laws and regulations. Performs technical program, accounting and budgetary duties of assigned district and site budgets and/or programs; ensures program funds are used in accordance with related guidance and regulations; provides technical guidance to district and site staff to ensure program income/expenditures are accurately reported to fiscal services and reporting agencies. Ensures accurate collection, analysis, and processing of data. Completes schedules, studies, and reports according to established law, codes, regulations, and standards. Performs complex analytical work with minimum supervision.

DIRECTLY RESPONSIBLE TO: Director or Program Administrator, as assigned

SUPERVISION OVER: N/A

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

- In conjunction with the Director/Program Manager, monitors district state and federal restricted dollars to ensure funds are utilized to support site goals and actions related to unduplicated student groups.
- Provides technical assistance and budgeting support to site administrators, controllers and school secretaries around supplemental budgets described in School Plans for Student Achievement (SPSA) and/or grants.
- Reviews received site, program and district expenditures for accuracy and completeness including the appropriate funding source(s) and offers technical assistance when necessary.
- Provide support to sites and programs identified for Federal Program Monitoring (FPM.)
- Collaborates with Human Resources to establish positions, review staffing and master schedules to ensure program personnel is accurate and in compliance with applicable laws, regulations and directives.
- Participates in program meetings to provide training to site principals around the management of supplemental site budgets, effective budgeting strategies and the efficient use of funds.
- Develops and maintains procedures to meet federal time accounting requirements for all federally funded positions; assists staff in the completion and understanding of complex Time Accounting processes.
- Works closely with the Program Director and the Director of Continuous Improvement to promote equity and increased/improved services for unduplicated students; monitors actions related to school/department budgets, programs and positions.
- Collaborates with Sacramento County Office of Education (SCOE) and CA Department of Education personnel to increase and build capacity around state and federal programs.
- Attends regular monthly meetings to remain abreast of changes to regulations.

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- Assists leadership in establishing programs compliant with funding sources, including developing budgets, identifying allowable expenditures and targeted student groups depending on funding source, etc.
- Assists with ensuring fiscal compliance of applicable federal and state laws, regulations, etc., related to specially funded and categorical programs; maintains accurate and auditable fiscal records.
- Provides fiscal and monitoring support for specific grants as assigned, including budget narratives, budgeting, reporting, measures and timelines.
- Collaborates with program staff, to complete Consolidated Application, LEA Plans, and Federal Programs Monitoring, as required.
- Works with district leadership and OSLA Director to determine program allocations.
- Collaborates with principals to determine and monitor program and site budgets including providing costs of supplemental positions. Provide resources to aid principals in managing program budgets.
- Interprets and implements Uniform Grant Guidance (UGG) and Education Department General Administrative Regulations (EDGAR) as they relate to federal programs and grants.
- Calculates and maintains budgets for Non-Public Schools (NPS). Reviews purchase/service agreements and maintains budgets for NPS to verify accuracy of calculations, availability of funds and use of proper budget code(s). Works with consultant to prepare invoices for NPS services in other school districts. (If necessary).
- Develops and maintains an inventory of equipment acquired with federal, state, and local funds to meet Federal Program Monitoring (FPM) requirements. Ensures purchases/expenditures meeting required thresholds are approved through the proper channels as needed.
- Assists appropriate program oversight in assessing vendors, products, and services with purchasing, leasing, and service agreements in alignment with federal, state, and local regulations. Reviews purchase/service agreements and maintains budgets to verify accuracy of calculations, availability of funds and use of proper budget code(s). Resolves problems and disputes with vendors, products, and services as needed.
- 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.

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- 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 confidentiality of privileged information obtained in the course of work.

WORKING CONDITIONS:

Work Environment:

- Indoor office environment.
- Moderate noise.
- Continuous contact with staff.

Typical Physical Characteristics: (with or without the 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, or remaining in a stationary position for extended periods of time.
- 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: August 25, 2021
Revised: February 13, 2024 (Title Change)