

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

PROGRAM ANALYST - EDUCATIONAL SERVICES

General Purpose:

A Program Analyst - Educational Services is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Program Analyst - Educational Services assists in the monitoring of categorical and grant requirements and use of resources in conformance to district, state, and federal guidelines; serves as a resource to districts, other Placer County Office of Education (PCOE) departments, and outside agencies.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Attends county and state meetings related to categorical programs, grants, and cross-agency collaboration.
- Assists in maintaining categorical budgets and grants to ensure PCOE is meeting applicable state and federal mandated regulations.
- Supports the designated manager in collecting and disseminating all state and federal program requirements and information within PCOE and to Placer County districts and agencies.
- Assists with the compilation of accurate and complete written records and reports from all categorical programs and grants, and effectively disseminates this information, as appropriate, to other educational agencies, local service providers and state and federal agencies.
- Assists in preparing timely and appropriate annual reports summarizing services and outcomes of categorically or grant funded programs.
- Assists in developing and monitoring categorical and grant budgets and ensures all expenditures comply with legal regulations.
- Keeps current on state and federal regulations and maintain records as required by federal and state funding sources.
- Provides data collection and logistical support for the county School Attendance Review Board (SARB) process and support compliance with federal, state, and county policies, regulations, and procedures.
- In collaboration with the designated manager, is responsible for preparation of ongoing and special reports including status reports, expenditure reports, and required federal, state and local reports such as Language Census R-30, the Consolidated Application, grant reports, etc.
- Analyzes and supports the facilitation of Memorandums of Understanding with partner agencies.
- Coordinates the tracking of program outcomes, expenditures and fidelity requirements.
- Assists districts with the administration of surveys and data collection related to categorical programs and grants.
- Works in collaboration with school sites, committee members, and parents in areas of Child Welfare and Attendance, student mental health/wellness, and related areas.
- Prepares materials and participates in SARB meetings as needed; coordinates the scheduling of meetings and notification of participants; ensures compliance with state and local regulations and laws.
- Maintains current knowledge of program rules, new legislation and distributes information to managers.

PROGRAM ANALYST - EDUCATIONAL SERVICES/PAGE 2

- Prepares statistical reports related to SARB, analyzes information gathered and makes program recommendations.
- Attends expulsion hearings and other county meetings as needed to facilitate student placement within PCOE programs.
- Participates in meetings as required (e.g. workshops, district committees, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects related to categorical programs and responsibilities.
- Analyzes local, state, federal grant funding opportunities and supports the application, development and monitoring of grants.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration and Reform and Control Act.
- Must have access to reliable transportation for travel.

Education:

- A Bachelor's Degree or equivalent in a related field is preferred.

Experience:

- Four (4) years of job related experience is required.

Knowledge, Skills, and Abilities:

- Knowledge of administrative procedures and operations.
- Knowledge of laws and regulations regarding assigned duties.
- Knowledge of appropriate referral agencies.
- Ability to conduct effective meetings and staff development activities.
- Ability to maintain and monitor budgets.
- Ability to work effectively with students, parents, and staff.
- Ability to work confidentially with understanding and discretion.
- Ability to communicate effectively both orally and in writing.
- Ability to understand, interpret and apply laws, policies, rules and regulations.
- Ability to work independently under broad organizational guidelines to achieve departmental objectives.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing on the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

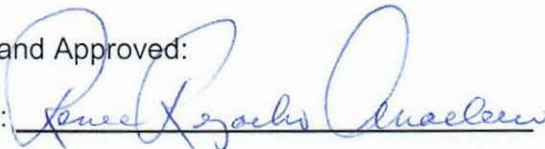
Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary. The Placer County Office of Education is an equal opportunity employer.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 32.5

Reviewed and Approved:

Supervisor: 

Date: 7-30-12

Human Resources: 

Date: 7/30/12