

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

### **PROGRAM AND DATA ANALYST - SELPA**

#### **General Purpose:**

A Program and Data Analyst - SELPA is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). Analyzes and prepares special education fiscal reports, responds to questions regarding SELPA policies, procedures and functions, and maintains several SELPA-wide databases of Special Education students for California Department of Education (CDE) reporting requirements, prepares data and reports for determining the distribution of special education revenues and responds to state-level reporting requirements, and relieves the designated of a variety of administrative and fiscal detail work. The Program and Data Analyst - SELPA requires the performance of complex duties and may be called upon to provide guidance and instruction, or review the work of co-workers others.

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

- Develops and maintains special education funding model.
- Designs, implements and maintains a variety of complex financial and statistical spreadsheets.
- Monitors income and expenditures in conjunction with Placer County business department, as well as business departments in the Local Education Agencies (LEAs).
- Independently prepares a variety of state-mandated and grant financial reports.
- Develops cash flow statements, maintains complete sets of financial, accounting and budgetary records related to special education dollars.
- Analyzes and reconciles financial statements.
- Develops special financial projects, and prepares claims and financial reports for state and federal grant programs.
- Assists LEAs with special education budget planning as requested.
- Prepares, analyzes, and files reports as necessary using the Standardized Account Code Structure (SACS) software system, including but not limited to Infant Reporting (Principal Apportionment Data Collection Software), State Special Education and California Special Education Management (CASEMIS) reporting, Special Education Maintenance of Effort reports (SACSALL) and Desired Results Developmental Profile (DRDP) software.
- Prepares pupil count documents and provides technical support for LEA users.
- Prepares and analyzes revenue distribution data, prepares fiscal data and reports for committees within the SELPA governance structure.
- Designs and prepares spreadsheets for and attends all Program Business Review Committee meetings.
- Coordinates assignments with the CDE, business managers and auditors.
- Develops and prepares various reports and forms related to the distribution of special education funds.
- Monitors and submits special education data to CDE.
- Works with LEA staff to provide instruction and guidance regarding state and locally-mandated reporting guidelines and procedures.
- Prepares anomaly reports for CDE.
- Provides the administrator with a variety of special education federal and state grant requirements.



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- Calculates and distributes the PL94-192 and Local Assistance allocations.
- Provides staff development training in CASEMIS/SEIS.
- Maintains state apportionment and specialized spreadsheets.
- Prepares all documentation required by CDE for the Annual Budget and Service Delivery Plans.
- Prepares and submits Full Time Equivalent (FTE) Personnel Data Report to CDE.
- Provides LEAs with FTE special education student counts to assist in district-prepared Excess Cost Calculation.
- Collects, analyzes, and compiles LEA records into a SELPA-wide Excess Cost Calculation document and submits to CDE.
- Complies, monitors and analyzes LEA Maintenance of Effort (MOE) reports.
- Prepares complex financial comparison data for SELPA Governance Committees and CDE.

### 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 Reform and Control Act.

#### Education:

- High school diploma or equivalent is required.
- AA degree is preferred.

#### Experience:

- Two years of increasingly responsible financial and database work experience.

### Knowledge, Skills and Abilities:

- Knowledge of principles and methods of financial and database management.
- Knowledge of laws, rules and regulations governing school district financial transactions, accounting and reporting.
- Knowledge of State Special Education Division reporting requirements.
- General knowledge of administrative regulations, designed to implement State mandated special education fiscal reporting for school districts.
- Knowledge of budget development and fiscal control procedures.
- Knowledge of electronic spreadsheets and data processing.
- Knowledge of principles and methods of California school accounting.
- Knowledge of proper English usage, spelling, grammar and punctuation, and mathematics.
- Ability to perform a variety of complex financial and statistical assignments.
- Ability to interpret and apply rules, laws and policies governing school district special education apportionments.
- Ability to prepare a variety of special fiscal and financial reports.
- Ability to make arithmetical calculations quickly and accurately.
- Ability to operate a variety of calculating and office equipment.
- Ability to understand and carry out oral and written directions.
- Ability to deal tactfully and courteously with the public, other employees and school district personnel.
- Ability to establish and maintain cooperative working relationships.



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### 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, and involves contact with staff and representatives of other agencies.

### Physical Requirements:

- The usual and customary methods of performing 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.

**FLSA Status:** Non exempt

**Employee Group:** Classified

**Salary Grade:** 32.5

Reviewed and Approved:

Supervisor: 

Date: 8/28/15

Human Resources: 

Date: 8/28/15