Information Sheet - 06.06.2024 - Board of Trustees Meeting

TO: Board of Trustees Item: 6.1

FR: Emily Stroup

DATE: June 6, 2024

RE: Proposed New Job Description and Salary Schedule Placement - Budget Analyst, Classified Management/Confidential Salary Schedule, Salary Schedule Range 380.

The District is proposing the addition of the following Confidential position and Salary Schedule Placement:

Budget Analyst

Recommendation:

Approval of the Proposed New Job Description and Salary Schedule Placement - Budget Analyst, Classified Management/Confidential Salary Schedule, Salary Schedule Range 380.

JOB DESCRIPTION

POSITION: Budget Analyst
SALARY PLACEMENT: Classified Confidential

SUMMARY OF POSITION:
Under the supervision of the Chief Business Officer, the Budget Analyst is responsible for budgeting, division planning and coordinating to ensure all original budget figures, budget adjustment and account balances are up to date and correct.

MINIMUM QUALIFICATIONS - EDUCATION AND/OR TRAINING:
Graduation from a four-year college with a major in Accounting, Business or Public Administration, or a closely related field or equivalent experience in one or more of these areas.

DESIRABLE QUALIFICATIONS - EDUCATION AND/OR TRAINING:
Certification in Public Accounting desired.

MINIMUM EXPERIENCE:
Minimum of two years of successful experience in educational finance or equivalent is desired.

SKILLS AND ABILITIES:
1. Knowledge of school finance;
2. Knowledge of computerized records management systems and applications;
3. Knowledge of financial statement analysis and forecasting;
4. Knowledge of State Education Code and other applicable laws.
5. Knowledge of accounting and payroll procedures.
6. Knowledge of district organization, operations, policies and objectives.
7. Ability to plan and carry out work programs with minimal supervision;
8. Ability to analyze problems, including the implementation of effective solutions;
9. Ability to write, speak, and work effectively with individuals and groups;
10. Ability to maintain cooperative working relationships with those contacted in the course of work (consultants and professional experts as well as all levels of district staff);
11. Ability to generate computer spreadsheets as a management tool.

ESSENTIAL FUNCTIONS:
Essential functions may include, but are not limited to:
1. Prepares revenue projections; oversees all documentation pertaining to revenue.
2. Acts as liaison with consultants, auditors, staff, County Office of Education and State Department of Education.
3. Assists in analysis and evaluation of categorical funding.
4. Plans, evaluates, processes and manages documentation pertaining to revenue and categorical funding.

5. Prepares resolutions, agenda items and documentation required for Board action.
6. Processes and completes all Federal, State, County, and locally required reports, continually monitoring the budget and process.
7. Sets up resources budgets within appropriate funds, verifies expenditures per approved budgets.
8. Maintains up to date financial statements, monitors cash flow, verifies income and expenditures.
9. Trains district staff in proper use of budgets and budget processes.
10. Selects, orients, supervises and evaluates subordinate personnel.
11. Maintains regular and prompt attendance in the workplace.
12. Performs other related duties as required.

DIRECTLY REPORTS TO:
Chief Business Officer

PHYSICAL ENVIRONMENT:
Must be able to stand, walk, sit and lift up to 25 lbs., bend, twist, reach and stretch, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, able to operate office machines and equipment, demonstrate manual dexterity necessary to operate calculator, typewriter, and computer keyboard, clear vision and hearing.

WORK ENVIRONMENT:
Employees in this position will be required to work in District office environment; subject to many demands on time and constant interruptions. Employees may come in contact with school district staff, outside agencies, and the public.

BOARD APPROVED:
TBD

2023-2024 CLASSIFIED MANAGEMENT/CONFIDENTIAL SALARY SCHEDULE

CLASSIFIED MANAGEMENT							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
10	CBO	252	$151,388	$155,935	$160,606	$165,426	$170,395
20	Director Maintenance, Operations & Transportation	261	$81,068	$85,051	$89,366	$93,834	$98,521
25	Information Technology Coordinator	251	$77,148	$81,058	$85,091	$89,360	$93,797
30	Director Food Services	220	$63,107	$65,060	$68,337	$71,723	$75,328
35	Director of Information Technology	251	$91,662	$96,244	$100,479	$105,503	$110,778
40	Educational Behavior Analyst	187	$100,105	$103,111	$106,204	$109,389	$112,777

CONFIDENTIAL							
RANGE	POSITION	CONTRACTED DAYS	STEP A	STEP B	STEP C	STEP D	STEP E
310	Administrative Assistant II	251	$34.96	$36.58	$38.32	$40.10	$42.00
320	Administrative Assistant I	251	$29.41	$30.89	$32.43	$34.06	$35.76
325	Human Resources Specialist	251	$30.15	$31.67	$33.24	$34.92	$36.66
330	School Information Systems Specialist	251	$30.80	$32.35	$33.98	$35.67	$37.47
340	Business Services Specialist	251	$27.73	$29.13	$30.60	$32.10	$33.71
350	Payroll/Benefits Specialist	251	$32.11	$33.72	$35.40	$37.17	$39.03
360	Administrative Assistant to the Principal	224	$24.41	$25.63	$26.90	$28.24	$29.66
370	Student Services Specialist	251	$34.96	$36.58	$38.32	$40.10	$42.00
380	Budget Analyst	225	$60.33	$63.35	$66.51	$69.84	$71.08

LONGEVITY

3.5% at 15 years

2% at 19 years

2.5% at 20 years

1% at 22 years

2.5% at 25 years

***All longevity years of service will be counted for employees hired prior to January 1st, 2024. For employees hired after January 1, 2024, longevity will be counted based on Jefferson School District years of service.

FISCAL YEAR: 10%
2022-2023

FISCAL YEAR: 8% increase on-going, effective July 1, 2024
2023-2024

Board approved: May 14, 2024

Effective: July 1, 2024