

LOS ANGELES UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION

CLASS DESCRIPTION  
Class Codes  
Unit

DEPUTY BUDGET DIRECTOR  
ASSISTANT BUDGET DIRECTOR

2024  
2026

Senior Management  
Management-District

DEFINITION

A Deputy Budget Director plans, organizes, directs, and coordinates the activities of the Budget Services Branch of the Budget Services and Financial Planning Division. An Assistant Budget Director manages budget development and administration.

TYPICAL DUTIES

- Plans, organizes, directs, and coordinates activities concerning General Fund and special fund budgets, pupil statistics, and school and District-oriented financial activities, including budget, and position control.
- Directs the preparation of the annual General Fund budget and District special fund budgets, as well as adjustments throughout the fiscal year.
- Directs the preparation of State required student enrollment and attendance reports.
- Directs budget analyses to assist in policy decisions on the allocation of funds.
- Directs and participates in the analysis of economic forecasts, enrollment projections, relevant legislation, federal and State budgets, and other information to develop long and short term State and District income projections.
- Develops, approves, and recommends policies and procedures for the implementation of budgetary controls.
- Directs the activities related to school and division budget development, maintenance, and monitoring of expenditures
- Directs and participates in planning data processing applications for the Budget Services and Financial Planning Division.
- Directs the preparation review, and approve reports and communications.
- Presents reports to the Board of Education and its committees.
- Plans, develops, and recommends the modification and adoption of regular and special reports regarding use of budgeted funds.
- Advises District senior management staff on a variety of issues relating to long term income and expenditures including financial aspects of housing projections and needs and conducts related studies as required.
- Reviews and participates in the analysis of laws, rules, and legal opinions that affect the use of funds by schools and implements or recommends changes to Division policies, procedures, and programs.
- Interprets the District budget and financial position and presents to special interest groups and the general public.
- Directs and participates in coordinating with other units involved in staff functions, such as data processing, personnel, procurement, and labor relations.
- May develop and manage financial plans for Chapter I, Bilingual, and School Improvement programs.
- May monitor categorical school budgets for compensatory education and bilingual programs, and school expenditures for non-public schools and neglected and delinquent programs.
- May analyze the impact of proposed multi-year salary agreements and other multi-year programs and obligations of the District's financial condition.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Deputy Budget Director manages the Budget Services Branch that is responsible for preparing the District budget, and establishing and maintaining division, school, and local district budgets, providing fiscal and business services to schools and monitoring student enrollment and attendance, and expenditures of categorical and non-categorical funds.

An Assistant Budget Director assists in managing a Branch and directs budget development and administration.

The Director of Budget Services and Financial Planning directs and coordinates the administration of the various branches of the Budget Services and Financial Planning Division.

A Fiscal Services Manager supervises and participates in budget preparation and modification, expenditure analysis, and budget adjustment for schools, programs, large branches, local districts, or the District.

## SUPERVISION

A Deputy Budget Director receives administrative direction from the Director of Budget Services and Financial Planning and exercises general direction over lower-level management professional and clerical personnel. An Assistant Budget Director receives administrative direction from the Deputy Budget Director or Budget Director, and exercises general direction over lower-level management and staff-support personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- California School Accounting Manual, California Education Code, and Board of Education and Personnel Commission rules
- Legal bases and sources of finance for California public education
- Theory, principles, and practices of school district financial management, including budgetary and accounting procedures and fiscal controls
- Information systems capabilities and methods used in budget development and administration and fiscal controls
- Federal and State funded categorical programs and pertinent rules and regulations
- California student attendance and enrollment reporting
- Research and analysis techniques
- Economic and financial forecasting techniques
- Principles of program budgeting and school-level finance
- Principles of public administration and personnel management
- Organization and policies of the Los Angeles Unified School District
- Provisions of labor agreements relative to supervisor/employee relations

### Ability to:

- Plan and direct a variety of activities through subordinate supervisors
- Evaluate procedures and problems and develop and install improvements
- Analyze financial data, laws, and regulations
- Present clear and effective oral and written reports
- Make, support, and explain recommendations and decisions
- Direct and evaluate staff training

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in public or business administration, finance, or economics.

### Experience:

Deputy Budget Director: Three years of executive or management experience in the oversight of financial activities such as budget development and maintenance, analysis and forecasting, financial report preparation, fiscal policy or procedure development, position control, and student enrollment and attendance in an organization with at least 1,000 employees or in a school district with at least 10,000 ADA. Experience in a California school district is preferable.

Assistant Budget Director: Five years of experience in the supervision or analysis of financial activities in an organization with at least 1,000 employees or in a school district with at least 10,000 ADA. One year of the required experience must have been in a supervisory capacity. Experience in a California school district is preferable. Experience in the oversight of financial activities such as budget development and maintenance, analysis and forecasting, financial report preparation, fiscal policy or procedure development, position control, and student enrollment and attendance is preferable. A master's degree in public or business administration, finance, or economics may be substituted for two years of the required experience, provided that the supervisory experience requirement is met.

### Special:

A valid California Driver License  
Use of an automobile

## SPECIAL NOTES

1. Management classes, exempt from bargaining units.
2. An employee in these classes may be subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of the position at any time as long as such addition or change is reasonably related to existing duties.

Revised  
2/8/16  
SD