

PROGRAM AND POLICY DEVELOPMENT ADVISOR, BUDGET

DEFINITION

Advises Senior District Management in planning, redesigning, directing, and implementing the District's Budgeting for Student Achievement initiative.

TYPICAL DUTIES

Conceptualizes, develops, implements, and directs the budget planning process.
Reviews and modifies existing budget policies and practices.
Examines and resolves policy issues related to conflicts between the District's Norm Allocation model and the implementation of per pupil funding.
Authors and submits competitive grant and program applications supporting the roll out of the Budgeting for Student Achievement initiative.
Identifies program purpose, cost, impacts, and outcomes to students for the Superintendent and leadership team.
Directs and participates in liaison and coordination activities with other units involved in decisions regarding the District's strategic initiatives.
Renders expert consultation and advice to Senior Management.
Analyzes and makes recommendations on proposed changes in State and federal legislation.
May represent the Budgeting for Student Achievement initiative before the Board of Education and its committees.
Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Program and Policy Development Advisor, Budget serves as a technical consultant and advisor to Senior Management on issues relating to the alignment of fiscal matters.

The Director of Budget Services and Financial Planning directs and coordinates the administration of the Budget Services, Financial Planning and Research, and School Fiscal Services Branches of the Budget Services and Financial Planning Division.

A Program and Policy Development Specialist serves as a staff assistant to Senior Management by developing, coordinating, and monitoring studies relating to instructional programs and the District's strategic plan.

SUPERVISION

The Program and Policy Development Advisor, Budget receives administrative direction from the Director of Budget Services and Financial Planning and provides administrative direction to lower-level management or administrative staff.

CLASS QUALIFICATIONS

Knowledge of:

- Organization, staffing, functions, and goals of the District, including its educational programs, policies, and procedures
- Educational theory and practice for K-12 programs
- Concepts and business applications of data management systems and procedures
- Proposed, pending, or existing local, county, State, and federal legislation on designated subjects pertinent to the District's budgetary and financial policies and processes
- Federal and State academic accountability systems
- Pertinent provisions of the State Education Code and Board of Education rules, regulations, procedures, and policies that determine public finance and reporting
- Research techniques, including business statistical analysis and graphic presentation of data
- State and district budget processes and dependencies
- Performance metrics and benchmarking

Ability to:

- Present information regarding District programs in a proactive, accurate, and media-sensitive manner
- Estimate project requirements and organize resources to meet established deadlines and goals
- Communicate effectively both orally and in writing
- Prepare clear and concise reports
- Establish and maintain effective and harmonious working relationships with other employees, officials of the District and other agencies, and the public
- Exercise independent judgment and initiative
- Analyze costs and statistical data for reports and financial forecasts
- Delegate and monitor a variety of tasks through subordinate staff
- Analyze and evaluate the effectiveness of plans and programs
- Objectively apply and review decisions
- Synthesize facts, concepts, and influences that affect systems and procedures
- Make, support, and explain recommendations and decisions
- Evaluate procedures and problems and develop and install improvements
- Analyze financial data, laws, and regulations

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree preferably in finance, accounting, or public policy. A graduate degree in one of the aforementioned areas is preferable.

Experience:

Four years of executive or management level experience analyzing and making recommendations for the implementation of financial initiatives to improve complex programs. Experience in California K-12 school district budgeting and finance is preferable.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
04-25-12
PJO