



POSITION DESCRIPTION

JOB TITLE: Budget Planning & Policy Specialist Job Class:		
DATE	DEPARTMENT OR SCHOOL Finance	DIVISION
BARGAINING UNIT: ASC		FLSA STATUS: <input type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Plans, conducts and supervises program evaluations of district functions to provide meaningful decision support to district policy makers. Contributes to the development of the district budget and provides fiscal support in development of the district’s inter-governmental legislative agenda. Regularly contacts and works with district policymakers and elected officials in other districts.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent’s time.

- NOTE:** An essential function must meet the following criteria:
- 1) The reason the position exists is to perform that function,
 - 2) No other employee is available to perform that function,
 - 3) The function is highly specialized, and
 - 4) Removing the function would fundamentally alter the job.

1. Develops and implements program evaluation plans to determine the effectiveness of district programs, policies and practices. Updates plans as necessary. Monitors and presents results of the evaluation program.
2. Conducts or supervise evaluation projects per approved plans. Makes recommendations and presents options for improvement in areas studied, as appropriate.
3. Contributes to the development of revenue projections for district budget process. Develops models for long-term revenue projections and “what if” analysis for various policy initiatives.
4. Evaluates legislative proposals. Develops fiscal analysis of district initiated legislation and recommends legislative postures which benefit the district.
5. Contributes to the development of outcome based program and performance measurements for district services in conjunction with district-wide strategic plan development.
6. Develops and conducts various budget related studies on an as needed basis. Develops “costs to continue” analysis and general costing models for programs in the district.
7. Acts as a liaison with university level programs for joint studies, internships and recruitment.
8. Ensures compliance with rules regarding funds allocated to the district.

9. Coordinates and manages ESEA (Elementary & Secondary Education Act) resources and ensures non-public schools receive the correct amount of money based on equity participation models.
10. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Director, Finance.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

No staff supervised, except on a project basis.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a bachelor's degree in Public Administration, Finance, Political Science, Accounting or a related field. A master's degree is preferred.

Experience Requirements

Incumbent should have over three years of experience as a senior analyst in a government budgeting or program evaluation setting. Experience working with policy makers in a government setting is required.

Knowledge, Skills, and Abilities

Effective oral and written communication and presentation skills are required. Knowledge of public policy practices and principles, program evaluation and government budget techniques is required. Effective research skills, including the ability to analyze complex issues and to formulate recommendations. Must be able to work cooperatively with diverse groups of people. The ability to manage several large and complex simultaneously is required. The ability to work under strict deadlines is required. PC skills to include advanced excel and spreadsheet and database software is required. Incumbent should have a comfort level and proven ability to work effectively with elected and non-elected policy makers.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment. *Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.