

Leon County Public Schools Classification Specification

Salary Grade 26

Summary Information:

Classification Title: Budget/Management Analyst **Date Prepared:** 04/2003

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

Activity Identification

Activity Name

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| 324 | Financial Analysis | Analysis of revenues, expenditures, activity costs, and other financial information outside of budgeting tasks. |
| 374 | Analysis of Student Attendance | Review and analyze student attendance reports from schools. Make recommendations on annual Average Daily Attendance (ADA) and/or Student Full-time Equivalent FTE projections. Amend student attendance projections to maintain compliance with growth patterns. Perform trend analysis and project growth and revenue generations for ADA/FTE. |
| 375 | Staffing Analysis | Review and analyze staffing needs and requests from schools/departments. Make recommendations for annual staffing and maintain compliance with staffing plans. Prepare analytical reports and project growth and cost projections on staffing recommendations and plans. |
| 321 | Analysis of Budget Requests | Review and analyze budget requests from schools and support departments. Make recommendations on funding and staffing levels. Prepare analytical reports on budget requests. |
| 070 | Data Analysis and Reporting | Analyze and interpret data that are regularly available on <u>non educational</u> programs and performance. |
| 008 | Internal Liaison | Liaison among departments, functions, groups, or schools within the district. Communicate information to appropriate personnel. |
| 039 | Cross Functional Collaboration | Plan and implement the actions/activities of the district/area/school staff from different offices/departments working in a collaborative fashion, drawing on diverse skills and strategies. |
| 320 | Budget Preparation | Conduct all tasks related to the preparation of the annual operating or capital budget for schools, departments, or the district. May include meeting with the Finance Committee, Superintendent, or School Board. |
| 323 | Budget Reporting | Prepare annual and periodic budget reports, including the annual budget document distributed to the community and special budget-related reports. |

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Activity Name (cont.)

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| 045 | Report Preparation (Non-Board) | Prepare required reports. This does <u>not</u> include reports for the Board. |
| 046 | Document Review | Review and/or revise reports and documents for accuracy and completeness. This does <u>not</u> include the review of reports and documents covered under subsequent activities. |
| 322 | Budget Monitoring | Monitor expenditure and revenue patterns and adjust the budget, as needed. |
| 077 | Technical Assistance | Provide consultation and assistance regarding specific matters within identified area of expertise. |
| 007 | Short-Term Planning | Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district. |
| 006 | Long-Range Planning | Develop long-range (3 to 5 years) goals, objectives, and priorities for a school, department, program, or the district. |
| 599-A | In-Service Training | Plan, develop and conduct in-service training courses and workshops for staff. |
| 074 | Develop Administrative Procedure and Practices | Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve <u>implementation</u> of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.). |
| 005 | Staff Coordination | Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements. |
| 999 | Assigned Duties | Perform other duties as assigned. |

General Classification Specification Factors:

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| Education/Experience: | B.S. degree or B.A. degree with three years related experience; or A.A. Degree with five years related experience; or Vocational training (720 hours) with six years related experience; or High School diploma or equivalent with seven years related experience |
| Supervisory Responsibility: | Yes |
| Type of Supervision: | Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity. |

Effective Date: 07/01/2003