



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

4400 Cathedral Oaks Road
P.O. Box 6307
Santa Barbara, CA 93160-6307

REGULAR MEETING

July 22, 2021 – 12:30 p.m.

LOCATION

As authorized by Governor Newsom's Executive Order N-29-20 effective March 17, 2020 suspending the Brown Act requirement that members of the public be allowed to attend a public meeting in person and establishing new requirements for conduct of telephonic or electronic meetings, the meeting was conducted by videoconference only, with members of the public instructed to contact the Director, Human Resources to obtain login credentials if they wished to attend.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Gary Pickavet called the meeting to order at 12:32 p.m.

2. Roll Call

Members Present

Gary Pickavet, Chair
Carmen Jaramillo, Vice Chair
Mike Ostini, Commissioner

3. Pledge of Allegiance

Carmen Jaramillo led the Pledge of Allegiance while Mike Ostini held up a U.S. flag for attendees to see.

4. Changes to the Agenda — None

5. Introduction of Guests

Staff present:

Mari Baptista, Assistant Superintendent, Human Resources
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Eden Hood, Classified Human Resources Technician Substitute
Jill Stevens, Coordinator, Human Resources

6. Public Comment — None

7. Approval of Minutes of Meeting Held June 24, 2021

MOVED: Carmen Jaramillo

SECONDED: Mike Ostini

VOTE: 3-0

8. Communications — None

9. Informational Items

a. Media Releases/Columns

A media release was made available from the County Superintendent of Schools about the Women's Fund of Santa Barbara making a grant of \$100,000 to Children and Family Resource Services to provide training for 24 *promotores*.

b. Legislative Update

The Director reported that AB 289 had been signed by the governor. This bill revises two codes related to elections for the adoption and termination of merit systems. The first code, relating to tabulation of ballots, doesn't appear to apply to COEs. The second code, relating to the process for adoption and termination of merit systems, does appear to apply to COEs. Since SBCEO's merit system has already been adopted, the new legislation would have implications for us only if there were a move to terminate our merit system.

REGULAR BUSINESS

10. Informational Items

a. List of New Positions

b. Classified Personnel Report dated August 5, 2021

c. Position Announcements

11. Action Items

a. Ratification of Eligibility Lists

- i. Administrative Assistant (Dual – South)
- ii. Custodian (Dual – North)
- iii. Delivery Specialist I (Dual – South)
- iv. Educational Data Analyst (Dual – South)
- v. Paraprofessional (Dual – South)

MOVED: Carmen Jaramillo SECONDED: Mike Ostini VOTE: 3-0

b. Classification of Positions — None

c. Job Descriptions — None

UNFINISHED BUSINESS

12. Discussion: Timing of Return to In-Person Personnel Commission Meetings

After discussion, it was agreed that the August PC meeting would be conducted by Zoom. At the August meeting, the Commissioners will consider whether to resume meeting in-person for the September meeting.

NEW BUSINESS

13. Personnel Commission Budget

The Director, Human Resources presented a statement of expenditures for the fiscal year ended June 30, 2021. This was an information item.

REPORTS

14. PERSONNEL COMMISSIONER REPORTS

The Commissioners had no PC-related items to report.

15. DIRECTOR, HUMAN RESOURCES REPORT

The Director previously introduced Jill Stevens, the new Coordinator, Human Resources.

The Director provided an update on the Classified Human Resources Analyst recruitment.

The Director reported on the inaugural session of a new manager’s orientation, envisioned as the first in a series. The first session covered the role of the supervisor, the legal environment, employment classifications, performance management, leaves, absences, and timekeeping.

The Director further reported on the transition to the eSkill platform for testing instead of CODESP.

16. CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION REPORT

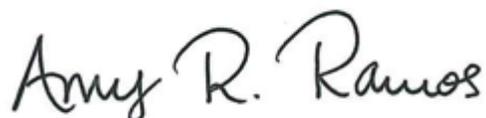
No report from CSEA.

CLOSED SESSION

The Commission went into closed session at 1:41 p.m. with the Assistant Superintendent, Human Resources to conduct the annual performance evaluation for the Director, Human Resources. No action was taken. Closed session ended at 2:58 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 3:00 p.m. The next regularly scheduled meeting will be held on August 26, 2021 at 12:30 p.m. by videoconference.



Amy R. Ramos
Director, Human Resources
Secretary to the Personnel Commission

Gary Pickavet
Chair, Personnel Commission



**SANTA BARBARA COUNTY EDUCATION OFFICE
PERSONNEL COMMISSION**

4400 Cathedral Oaks Road
P.O. Box 6307
Santa Barbara, CA 93160-6307

SPECIAL MEETING

August 19, 2021 – 2:30 p.m.

LOCATION

As authorized by Governor Newsom's Executive Order N-29-20 effective March 17, 2020 suspending the Brown Act requirement that members of the public be allowed to attend a public meeting in person and establishing new requirements for conduct of telephonic or electronic meetings, the meeting was conducted by videoconference only, with members of the public instructed to contact the Director, Human Resources to obtain login credentials if they wished to attend.

DRAFT MINUTES

GENERAL FUNCTIONS

1. Call to Order

Gary Pickavet called the meeting to order at 2:30 p.m.

2. Roll Call

Members Present

Gary Pickavet, Chair
Carmen Jaramillo, Vice Chair
Mike Ostini, Commissioner

3. Pledge of Allegiance

Gary Pickavet led the Pledge of Allegiance while Mike Ostini held up a U.S. flag for attendees to see.

4. Changes to the Agenda — None

5. Introduction of GuestsStaff and members of public present:

Mari Baptista, Assistant Superintendent, Human Resources
Kirsten Escobedo, Assistant Superintendent, Special Education
Amy Ramos, Director, Human Resources
Tracie Cordero, Classified Human Resources Specialist
Eden Hood, Classified Human Resources Technician Substitute
Rachel Walsh

6. Public Comment — None**7. Action Item**

The Director, Human Resources recommends a temporary six-month suspension of the current minimum experience requirement for Paraprofessional.

Assistant Superintendent Kirsten Escobedo spoke in support of the action. She confirmed that the Coordinators and Director in Special Education supervise the Paraprofessionals and that they have agreed to focus this school year on spending more time in classrooms observing and supporting staff. She stated that Paraprofessionals are also being encouraged to watch recorded SELPA trainings for professional development.

The Commissioners voiced support for the action and for taking timely action; they also expressed a wish to confirm that such an action would not be considered a violation of our rules.

The motion to approve this action was made contingent on obtaining confirmation that it does not violate any laws.

MOVED: Carmen Jaramillo

SECONDED: Mike Ostini

VOTE: 3-0

CLOSED SESSION

The Commission went into closed session at 3:00 p.m. with the Assistant Superintendent, Human Resources and the Director, Human Resources to interview a candidate for the position of Classified Human Resources Analyst. No action was taken. Closed session ended at 4:13 p.m.

ADJOURNMENT

There being no further business, the meeting was adjourned at 4:16 p.m. The next regularly scheduled meeting will be held on August 26, 2021 at 12:30 p.m. by videoconference.



Amy R. Ramos
Director, Human Resources
Secretary to the Personnel Commission

Gary Pickavet
Chair, Personnel Commission

Santa Barbara County Board of Education

Classified Personnel Report

September 2, 2021

Appointments

Limited Term/Substitute

Esparza, Melanie August 10, 2021
 Paraprofessional • Special Education • Various Sites
 • Hourly as needed

Probationary

Garcia Mendoza, Adriana August 12, 2021
 Child Care Assistant • Early Care and Education • De Colores State Preschool
 75% • 10 months

Garcia, Breanna August 2, 2021
 Accounting Technician • Early Care and Education • Early Care and Education - Hope Center
 100% • 12 months

Goksu, Sibel August 2, 2021
 Educational Data Analyst • Curriculum and Instruction • Curriculum and Instruction
 100% • 12 months

Limon, Victor August 10, 2021
 Vocational Assistant • Special Education • Vocational Services
 75% • 10 months

Moody, Catherine August 18, 2021
 Paraprofessional • Special Education • Cold Spring School
 81.25% • 10 months

Muniz, Alicia August 10, 2021
 Paraprofessional • Special Education • Cuyama Elementary School
 81.25% • 10 months

Takeuchi, Sheila August 10, 2021
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months
Promoted from Accounting Assistant

Changes

Anniversary Increase

Aceves Garcia, Alejandra August 1, 2021
Paraprofessional • Special Education • Clarence Ruth Preschool
75% • 10 months

Aguilar, Xochitl August 1, 2021
Child Care Assistant • Early Care and Education • Early Steps to Learning
75% • 12 months

Furman, Timothy August 1, 2021
Technology Support Administrative Assistant • IT Services • IT Services
100% • 12 months

Lazaer, Daisy August 1, 2021
Financial Analyst • School Business Advisory Services • School Business Advisory Services
100% • 12 months

Montero, Lupe August 1, 2021
Clerical Assistant • Early Care and Education • Early Care and Education - Lompoc
100% • 12 months

Noronha, Patricia August 1, 2021
Senior Administrative Analyst • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Santos, Jessica August 1, 2021
Liaison/Clerk, Child Development and Child Care Food Program • Early Care and Education • Hope Center
100% • 12 months

Steelman, Marcella August 1, 2021
Accounting Technician, Senior • Internal Services • Accounting - Fiscal Services
100% • 12 months

Differential - Add

Aguirre, Ancelmo August 11, 2021
Paraprofessional • Special Education • Cabrillo High School
83.75% • 10 months
Specialized Health Care

Cahill, Joan August 11, 2021
Paraprofessional • Special Education • Cabrillo High School
81.25% • 10 months
Specialized Health Care

Deines, Jenia August 16, 2021
Paraprofessional • Special Education • Olga Reed Elementary
77.5% • 10 months
Specialized Health Care

Nuno, Ellen August 10, 2021
Paraprofessional • Special Education • Cuyama High School
81.25% • 10 months
Specialized Health Care

Differential - Remove

Teran, Ruby August 16, 2021
Paraprofessional • Special Education • Olga Reed Elementary
77.5% • 10 months
Specialized Health Care

Increased Time (Voluntary)

Aguirre, Ancelmo August 11, 2021
Paraprofessional • Special Education • Cabrillo High School
83.75% • 10 months
From .8125

Castaneda, Gloria August 11, 2021
Child Care Assistant • Early Care and Education • Los Alamos State Preschool
62.5% • 10 months
From .50

Gomez, Berenize August 16, 2021
Child Care Assistant • Early Care and Education • Santa Ynez Valley State Preschool
50% • 11 months
From .375

Probation to Permanent

Broeffle, Alondra August 1, 2021
Office Assistant • Transitional Youth Services • Transitional Youth
100% • 12 months

Stojanovski, Rachel August 1, 2021
Administrative Assistant • Curriculum and Instruction • Curriculum and Instruction
100% • 12 months

Transfer

Acheoual, Nancy August 16, 2021
Paraprofessional • Special Education • Robert Bruce Preschool
67.5% • 10 months
From School Nurse, Santa Maria

Carpio, Andrew August 11, 2021
Paraprofessional • Special Education • Lenora Fillmore Preschool
35% • 10 months
From Orcutt Academy Preschool

Deines, Jenia August 10, 2021
Paraprofessional • Special Education • Olga Reed Elementary
77.5% • 10 months
From Regency Preschool

Montgomery, Karyn August 13, 2021
Paraprofessional • Special Education • Vision Services
75% • 10 months
From Alice Shaw

Rodriguez, Brenda August 10, 2021
Paraprofessional • Special Education • Ontiveros Preschool
75% • 10 months
From Meridian Head Start and Los Padres Head Start

Separation

Released

Jimenez, Elizabeth

August 16, 2021

Health Advocate - Bilingual • Children and Family Resource Services • Health Linkage - North County

100% • 12 months

Non completion of Probation

Resignation

Niz, Ruth

August 20, 2021

Office Assistant • Special Education • Special Education Support Staff, Lompoc

100% • 11 months

Williams, Jenelle

August 13, 2021

School District Financial Advisor • School Business Advisory Services • School Business Advisory Services

100% • 12 months



SANTA BARBARA County Education Office

An Equal Opportunity Employer

Service & Leadership

Seeks candidates for the position of

Accounting Assistant

Full-Time, 100%, 40 hours/week • 12 months/year

Fiscal Services - Budgeting

Santa Barbara

Salary: \$3620 - \$5078 per month

Apply by: 8-17-2021

Apply online: www.sbceo.org

Phone: 805-964-4711 x5225

Ideal candidate: You are a dependable, punctual, caring professional, with well-developed communication skills who uses tact, patience, and courtesy in a culturally sensitive manner. You can prioritize tasks and are motivated to complete work with accuracy, by established deadlines. You are a continuous learner with the flexibility to adapt to evolving work methods and activities. Your work demonstrates a high degree of attention to detail and incorporates new and effective ways to achieve better results. You are committed to providing the best service available to the Santa Barbara County Education Office, school districts, employees, and vendors.

The position: This is an experienced-level classification in which incumbents perform a variety of routine to complex clerical accounting duties related to an assigned area of organization-wide responsibility such as accounts payable, or in support of a department or program. Incumbents ensure that financial transactions comply with established standards, policies, and procedures and perform routine to complex clerical work associated with the assigned function(s) or program. Incumbents work independently, although work is reviewed to ensure accuracy and adequate internal controls.

Specific duties and responsibilities: Verify, prepare, and process a variety of financial transactions such as purchase orders, reimbursements, requisitions, warrants, and invoices. Calculate and ensure accuracy of incoming and outgoing payments. Maintain a variety of financial records and files related to accounts, transactions, income, expenditures, and assigned activities. Using enterprise financial systems and a variety of software programs and databases: enter, revise, and update information; and generate reports, lists, and summaries as needed. Compare and reconcile statements, records, and other financial documents; identify errors and resolve discrepancies; ensure accurate fund accounting; review data for accuracy and completeness; make corrections as needed. Provide service and support to others for assigned accounting functions and/or in the use of enterprise financial systems or databases. Respond to inquiries and provide information concerning

accounts, budgets, transactions, practices, policies, and procedures. Maintain confidential information, records, and files. Perform related duties as assigned.

REQUIREMENTS

Knowledge: Methods, procedures, and terminology used in clerical accounting. Financial record-keeping practices. Arithmetic, including percentages and fractions. Modern office practices, procedures, and equipment. Standard office productivity software applications. Correct English usage, grammar, spelling, punctuation and vocabulary. Telephone and email etiquette.

Abilities: Learn, interpret, apply, and explain laws, codes, rules, regulations, policies, and procedures related to assigned function(s) or program(s). Learn the general accounting and business functions and operations, policies, practices, and objectives of the County Education Office. Organize work and set priorities. Work with speed and accuracy. Identify errors and discrepancies in order to pursue correction and resolution. Review information and make appropriate decisions, within limits of authority. Make accurate arithmetical computations. Attain proficiency in a variety of computerized accounting and enterprise financial systems, and other software programs and databases. Understand and follow oral and written directions. Communicate effectively both orally and in writing. Establish and maintain effective working relationships with others. Meet schedules and deadlines. Maintain confidentiality of files and other sensitive material. Represent SBCEO effectively with external parties, such as vendors and school districts.

Education and experience: Possession of a high school diploma or GED. Completion of college coursework in accounting, business, or related field is preferred and two years of experience performing clerical accounting or bookkeeping duties. Experience in a public sector or public school setting is preferred.

Licenses and certificates: May require a valid driver's license, automobile insurance required by law, and the use of a dependable automobile.

Working conditions: Employees in this classification generally work in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Privacy may be limited, and interruptions may be frequent. Positions in this classification are considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with these positions. These positions are not typically exposed to significant safety hazards.

RECRUITMENT INFORMATION

Examination: The recruitment will be Dual Certification, resulting in internal and external candidates being ranked together as a group according to final combined scores. The qualifying examination may consist of a written, oral, or performance examination, or any combination thereof. Candidates who demonstrate the strongest background relative to the responsibilities of the position will be invited to participate in the examination process. Candidates must pass all parts of the examination/s to be placed on the eligibility list and will be ranked according to a scoring system determined by the Director, Human Resources. If you require an accommodation during any of these selection procedures, please notify Human Resources by the deadline date specified in this announcement.

Examination dates: This examination has not yet been scheduled.

Eligibility list: This position is open to applicants including current employees and those from the general public. All applicants must meet minimum qualifications to be invited to the respective examination/s. Dual certification results in one integrated eligibility list based on rank.

Office locations: 4400 Cathedral Oaks Road, Santa Barbara; 402 Farnel Road, Santa Maria



Personnel Commission

JOB DESCRIPTION

FINANCIAL SERVICES MANAGER, CHILD DEVELOPMENT

Reports to: Director, Child Development

Division: Educational Services

Our ideal candidate

You have the initiative and financial expertise to work independently and can also collaborate effectively with other members of the management team. You have experience managing a variety of funding streams, including grants, contracts, and categorical funding. You conduct research, thoroughly analyze data, and provide sound advice on effective financial management. You understand politically sensitive issues and handle them in a diplomatic and confidential manner. You successfully set priorities, work accurately and efficiently, and meet deadlines. You are an excellent communicator, both orally and in writing. You are extremely organized, flexible, and calm under pressure.

General description

Under administrative direction, prepare, manage, and revise the Child Development budget and related contract and grant budgets. Coordinate and prepare complex financial records and reports relating to Child Development. Supervise and take responsibility for the processing of expenditures, contracts and other financial documents. Serve as part of the management team of Child Development.

Specific duties and responsibilities

1. Responsible for the preparation of the program budget, projections, and revisions and/or amendments; monitor expenditures of all components of the budget; and make recommendations to management team regarding budget plans.
2. Direct the posting and balance reconciliations with general ledger for various accounts in accordance with the California School Accounting Manual and County Office policies and procedures.
3. Develop budgets for grant proposals; manage post-award grant budgets; determine allowable expenses and monitor progress of spending; stay apprised of legislative changes and recommend new grant opportunities to the Director.
4. Provide guidance to Director and management team on administration and financial management of department's contracts and memoranda of understanding with the state, school districts, and other agencies.
5. Implement and maintain computerized systems for attendance monitoring and other departmental processes; generate required reports to the state; ensure accuracy of attendance for appropriate reimbursement.
6. Using enterprise financial systems and a variety of software programs and databases, manage financial and other data needed for program operations, and create standard and ad hoc reports.
7. Develop and make presentations for program staff regarding budgets, travel and attendance accounting, grant accounting, and accounting for expenses for classroom supplies, repairs, maintenance and capital equipment.

FINANCIAL SERVICES MANAGER, CHILD DEVELOPMENT

8. Coordinate and oversee the preparation of invoice billings and payments to outside agencies.
9. Ensure the appropriateness of expenditures and oversee procurement for all Child Development programs; develop requests for proposals for facilities improvements and oversee competitive bidding process.
10. Select, train, and supervise activities of assigned staff; assign work and set and adjust priorities; establish performance standards and evaluate performance.
11. Perform and direct the input of budget and report data; reconcile expenses and income to adopted budget; generate original budget reports and other documents.
12. Oversee ordering of supplies, preparation of purchase orders, reconciliation of payments, and charging of appropriate accounts.
13. Prepare year-end projections and analyze financial data and employee salaries and fringe benefits for review by the Director.
14. Verify budget and report data; monitor expenses versus budget for individual programs and grants; identify and correct discrepancies.
15. Research, analyze and prepare financial data as needed and requested by the Director.
16. Perform related duties as assigned.

Requirements

Education: Possession of an associate's degree in accounting, business, or related field preferred.

Experience: Three years of increasingly responsible professional accounting experience that included management of categorical funds, preferably in a public agency. Management-level experience is desirable.

Knowledge of:

- Principles and practices of public sector financial management
- Principles and practices of school accounting, grant accounting, and fund accounting
- Principles, procedures, and methods used in budget preparation and financial analysis and research
- Generally Accepted Accounting Principles
- Generally Accepted Auditing Standards
- General accounting and business functions of an educational organization
- Policies and laws relating to categorical programs
- Principles and practices of supervision and training
- Arithmetic, including percentages and fractions
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette

FINANCIAL SERVICES MANAGER, CHILD DEVELOPMENT

Ability to:

- Interpret, explain, and apply laws, regulations, policies, rules, and procedures related to financial management of Child Development programs
- Analyze situations accurately and adopt an effective course of action
- Prepare clear, complete, and concise financial records.
- Analyze accounting data and prepare financial reports
- Use a variety of computerized accounting, enterprise, and other software programs and databases
- Develop projections and formulate recommendations based on projections
- Think critically and creatively
- Prepare professional quantitative and narrative reports
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Establish and maintain effective working relationships with individuals at all levels of the organization
- Communicate effectively both orally and in writing
- Develop and make effective oral presentations
- Work independently and as member or leader of a team, as needed
- Make accurate arithmetical computations and mathematical calculations
- Work with speed and accuracy
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

Licenses and certificates

Incumbents in this class must possess a valid California driver's license.

Working conditions

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.



FINANCIAL SERVICES MANAGER, CHILD DEVELOPMENT

Series
Management

Management Salary Range 17

Approved by the Personnel Commission: November 14, 2019

:



FINANCIAL SERVICES MANAGER, ~~CHILD DEVELOPMENT~~EARLY CARE AND EDUCATION

Reports to: Director, ~~Child Development~~Early Care and Education
Division: Educational Services

Our ideal candidate

You have the initiative and financial expertise to work independently and can also collaborate effectively with other members of the management team. You have experience managing a variety of funding streams, including grants, contracts, and categorical funding. You conduct research, thoroughly analyze data, and provide sound advice on effective financial management. You understand politically sensitive issues and handle them in a diplomatic and confidential manner. You successfully set priorities, work accurately and efficiently, and meet deadlines. You are an excellent communicator, both orally and in writing. You are extremely organized, flexible, and calm under pressure.

General description

Under administrative direction, prepare, manage, and revise the ~~Child Development~~Early Care and Education budget and related contract and grant budgets. Coordinate and prepare complex financial records and reports relating to ~~Child Development~~Early Care and Education. Supervise and take responsibility for the processing of expenditures, contracts and other financial documents. Serve as part of the management team of ~~Child Development~~Early Care and Education.

Specific duties and responsibilities

1. Responsible for the preparation of the program budget, projections, and revisions and/or amendments; monitor expenditures of all components of the budget; and make recommendations to management team regarding budget plans.
2. Direct the posting and balance reconciliations with general ledger for various accounts in accordance with the California School Accounting Manual and County Office policies and procedures.
3. Develop budgets for grant proposals; manage post-award grant budgets; determine allowable expenses and monitor progress of spending; stay apprised of legislative changes and recommend new grant opportunities to the Director.
4. Provide guidance to Director and management team on administration and financial management of department's contracts and memoranda of understanding with the state, school districts, and other agencies.
5. Implement and maintain computerized systems for attendance monitoring and other departmental processes; generate required reports to the state; ensure accuracy of attendance for appropriate reimbursement.
6. Using enterprise financial systems and a variety of software programs and databases, manage financial and other data needed for program operations, and create standard and ad hoc reports.
7. Develop and make presentations for program staff regarding budgets, travel and attendance accounting, grant accounting, and accounting for expenses for classroom supplies, repairs, maintenance and capital equipment.

FINANCIAL SERVICES MANAGER, ~~CHILD DEVELOPMENT~~ EARLY CARE AND EDUCATION

8. Coordinate and oversee the preparation of invoice billings and payments to outside agencies.
9. Ensure the appropriateness of expenditures and oversee procurement for all ~~Child Development~~ Early Care and Education programs; develop requests for proposals for facilities improvements and oversee competitive bidding process.
10. Select, train, and supervise activities of assigned staff; assign work and set and adjust priorities; establish performance standards and evaluate performance.
11. Perform and direct the input of budget and report data; reconcile expenses and income to adopted budget; generate original budget reports and other documents.
12. Oversee ordering of supplies, preparation of purchase orders, reconciliation of payments, and charging of appropriate accounts.
13. Prepare year-end projections and analyze financial data and employee salaries and fringe benefits for review by the Director.
14. Verify budget and report data; monitor expenses versus budget for individual programs and grants; identify and correct discrepancies.
15. Research, analyze and prepare financial data as needed and requested by the Director.
16. Perform related duties as assigned.

Requirements

Education: Possession of an associate's degree in accounting, business, or related field preferred.

Experience: Three years of increasingly responsible professional accounting experience that included management of categorical funds, preferably in a public agency. Management-level experience is desirable.

Knowledge of:

- Principles and practices of public sector financial management
- Principles and practices of school accounting, grant accounting, and fund accounting
- Principles, procedures, and methods used in budget preparation and financial analysis and research
- Generally Accepted Accounting Principles
- Generally Accepted Auditing Standards
- General accounting and business functions of an educational organization
- Policies and laws relating to categorical programs
- Principles and practices of supervision and training
- Arithmetic, including percentages and fractions
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette

FINANCIAL SERVICES MANAGER, ~~CHILD DEVELOPMENT~~ EARLY CARE AND EDUCATION

Ability to:

- Interpret, explain, and apply laws, regulations, policies, rules, and procedures related to financial management of ~~Child Development~~ Early Care and Education programs
- Analyze situations accurately and adopt an effective course of action
- Prepare clear, complete, and concise financial records.
- Analyze accounting data and prepare financial reports
- Use a variety of computerized accounting, enterprise, and other software programs and databases
- Develop projections and formulate recommendations based on projections
- Think critically and creatively
- Prepare professional quantitative and narrative reports
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Establish and maintain effective working relationships with individuals at all levels of the organization
- Communicate effectively both orally and in writing
- Develop and make effective oral presentations
- Work independently and as member or leader of a team, as needed
- Make accurate arithmetical computations and mathematical calculations
- Work with speed and accuracy
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

Licenses and certificates

Incumbents in this class must possess a valid California driver's license.

Working conditions

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.



FINANCIAL SERVICES MANAGER, ~~CHILD DEVELOPMENT~~ EARLY CARE AND EDUCATION

Series
Management

Management Salary Range 17

Approved by the Personnel Commission:

Revised:

November 14, 2019

August 26, 2021 (pending approval)

:



FINANCIAL SERVICES MANAGER, EARLY CARE AND EDUCATION

Reports to: Director, Early Care and Education

Division: Educational Services

Our ideal candidate

You have the initiative and financial expertise to work independently and can also collaborate effectively with other members of the management team. You have experience managing a variety of funding streams, including grants, contracts, and categorical funding. You conduct research, thoroughly analyze data, and provide sound advice on effective financial management. You understand politically sensitive issues and handle them in a diplomatic and confidential manner. You successfully set priorities, work accurately and efficiently, and meet deadlines. You are an excellent communicator, both orally and in writing. You are extremely organized, flexible, and calm under pressure.

General description

Under administrative direction, prepare, manage, and revise the Early Care and Education budget and related contract and grant budgets. Coordinate and prepare complex financial records and reports relating to Early Care and Education. Supervise and take responsibility for the processing of expenditures, contracts and other financial documents. Serve as part of the management team of Early Care and Education.

Specific duties and responsibilities

1. Responsible for the preparation of the program budget, projections, and revisions and/or amendments; monitor expenditures of all components of the budget; and make recommendations to management team regarding budget plans.
2. Direct the posting and balance reconciliations with general ledger for various accounts in accordance with the California School Accounting Manual and County Office policies and procedures.
3. Develop budgets for grant proposals; manage post-award grant budgets; determine allowable expenses and monitor progress of spending; stay apprised of legislative changes and recommend new grant opportunities to the Director.
4. Provide guidance to Director and management team on administration and financial management of department's contracts and memoranda of understanding with the state, school districts, and other agencies.
5. Implement and maintain computerized systems for attendance monitoring and other departmental processes; generate required reports to the state; ensure accuracy of attendance for appropriate reimbursement.
6. Using enterprise financial systems and a variety of software programs and databases, manage financial and other data needed for program operations, and create standard and ad hoc reports.
7. Develop and make presentations for program staff regarding budgets, travel and attendance accounting, grant accounting, and accounting for expenses for classroom supplies, repairs, maintenance and capital equipment.

FINANCIAL SERVICES MANAGER, EARLY CARE AND EDUCATION

8. Coordinate and oversee the preparation of invoice billings and payments to outside agencies.
9. Ensure the appropriateness of expenditures and oversee procurement for all Early Care and Education programs; develop requests for proposals for facilities improvements and oversee competitive bidding process.
10. Select, train, and supervise activities of assigned staff; assign work and set and adjust priorities; establish performance standards and evaluate performance.
11. Perform and direct the input of budget and report data; reconcile expenses and income to adopted budget; generate original budget reports and other documents.
12. Oversee ordering of supplies, preparation of purchase orders, reconciliation of payments, and charging of appropriate accounts.
13. Prepare year-end projections and analyze financial data and employee salaries and fringe benefits for review by the Director.
14. Verify budget and report data; monitor expenses versus budget for individual programs and grants; identify and correct discrepancies.
15. Research, analyze and prepare financial data as needed and requested by the Director.
16. Perform related duties as assigned.

Requirements

Education: Possession of an associate's degree in accounting, business, or related field preferred.

Experience: Three years of increasingly responsible professional accounting experience that included management of categorical funds, preferably in a public agency. Management-level experience is desirable.

Knowledge of:

- Principles and practices of public sector financial management
- Principles and practices of school accounting, grant accounting, and fund accounting
- Principles, procedures, and methods used in budget preparation and financial analysis and research
- Generally Accepted Accounting Principles
- Generally Accepted Auditing Standards
- General accounting and business functions of an educational organization
- Policies and laws relating to categorical programs
- Principles and practices of supervision and training
- Arithmetic, including percentages and fractions
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Modern office practices, procedures, and equipment
- Standard office productivity software applications
- Telephone and email etiquette

FINANCIAL SERVICES MANAGER, EARLY CARE AND EDUCATION

Ability to:

- Interpret, explain, and apply laws, regulations, policies, rules, and procedures related to financial management of Early Care and Education programs
- Analyze situations accurately and adopt an effective course of action
- Prepare clear, complete, and concise financial records.
- Analyze accounting data and prepare financial reports
- Use a variety of computerized accounting, enterprise, and other software programs and databases
- Develop projections and formulate recommendations based on projections
- Think critically and creatively
- Prepare professional quantitative and narrative reports
- Plan and organize work of self and others
- Set and adjust priorities for self and others
- Establish and maintain effective working relationships with individuals at all levels of the organization
- Communicate effectively both orally and in writing
- Develop and make effective oral presentations
- Work independently and as member or leader of a team, as needed
- Make accurate arithmetical computations and mathematical calculations
- Work with speed and accuracy
- Meet schedules and deadlines
- Maintain confidentiality of files and other sensitive material

Licenses and certificates

Incumbents in this class must possess a valid California driver's license.

Working conditions

An employee in this classification generally works in an office environment with other people. Work is usually performed indoors. Noise levels are typically low or moderate. Interruptions may be frequent.

This classification is considered generally sedentary. Most work is performed while sitting at a desk and usually involves extensive use of computers, telephones, and other office equipment. Strenuous physical activity — such as repetitive lifting and carrying of heavy objects, crawling, or stooping — is not generally associated with this classification. The incumbent is not typically exposed to significant safety hazards.



FINANCIAL SERVICES MANAGER, EARLY CARE AND EDUCATION

Series
Management

Management Salary Range 17

Approved by the Personnel Commission:
Revised:

November 14, 2019
August 26, 2021 (pending approval)

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