



PERSONNEL COMMISSION
Friday, June 25, 2021 - 3:00 P.M.
37230 37th Street East, Palmdale, CA 93550

AGENDA OF SPECIAL MEETING

You are invited to Join a Zoom Meeting

When: June 25, 2021 at 3:00 PM Pacific Time

Topic: Special Joint Meeting - 06/25/2021

Please click the link below to join the webinar:

<https://palmdalesd.zoom.us/j/97916046782>

Or iPhone one-tap:

US: +12133388477,,97916046782#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 213 338 8477

MEETING ID: 979 1604 6782

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

I. PUBLIC COMMENTS

a. Comments Concerning Agenda Items

The Personnel Commission is committed to public input and participation in Personnel Commission meetings in a manner that is consistent with guidance provided by our county public health official. Given the current shelter in place order in Los Angeles County, we are making available remote, online participation in order to promote the safety and health of our community. We will not have in person public participation during this period due to the health and safety risks it poses. You may call in to the meeting to provide public comment via Zoom. You can join the Zoom Meeting from a computer, mobile device, or tablet. The Zoom meeting information is above and provided on the district's website for every Personnel Commission meeting agenda, as long as needed during the COVID-19 pandemic.

II. NEW BUSINESS

a. Approve Revision to Leadership Job Description
Fiscal Services Administrator

ACTION

63-20/21

OPEN SESSION ADJOURNMENT _____ P.M.

In compliance with the American with Disabilities Act, if you need special assistance in this meeting, please contact the Personnel Commission office at 661 285 2902. Notification 48 hours prior to the meeting will enable the Commission to make reasonable arrangements to ensure accessibility to this meeting.

As of July 1, 2008, the District is required to make documents (revised or otherwise) distributed to the Personnel Commission within 72 hours of a meeting, simultaneously available for public review, provided such documents are not otherwise exempt from public disclosure. Such documents will be available for public review in the Personnel Commission office.

**PALMDALE SCHOOL DISTRICT
PERSONNEL COMMISSION
AGENDA ITEM**

DATE:	June 25, 2021		REPORT
TO:	Personnel Commission	<u> X </u>	ACTION
FROM:	Mary Theus Director, Personnel Commission		
RE:	APPROVAL OF REVISION TO CLASSIFIED LEADERSHIP JOB DESCRIPTION: FISCAL SERVICES ADMINISTRATOR		

BACKGROUND

A primary function of the Personnel Commission is to review and update job descriptions on a regular basis. The job description for Fiscal Services Administrator was developed to provide a high degree of coordination and supervision of the fiscal services program under the direction of the Chief Business Officer. This job description was approved by the Personnel Commission at its June 14, 2000 meeting.

STATUS

Revision of the current job description is recommended in order to more accurately reflect the duties and responsibilities of the position as well as the growing needs of the District.

RECOMMENDATION

It is recommended that the Personnel Commission approve the proposed revision to the job description for Fiscal Services Administrator as presented.

FISCAL SERVICES ADMINISTRATOR

Bargaining Unit: Management

SALARY RANGE

\$115,562.00 - \$140,467.00 Annually

BASIC FUNCTION:

Under the direction of the ~~Deputy Superintendent~~ Chief Business Officer, the job of Fiscal Services Administrator is done for the purpose of planning, organizing, and directing ~~plans, organizes and directs~~ the fiscal accounting, ~~and~~ budget, payroll, attendance accounting, and internal control activities and functions of the District. Accountable for general ledger management, development and maintenance of accounting practices and procedures. This position provides training, supervision, and evaluation of assigned personnel and fiscal programs, and serves as a resource to others.

EXAMPLE OF DUTIES:

MAJOR DUTIES AND RESPONSIBILITIES:

1. ~~Plans, organizes and directs a variety of activities and functions related to fiscal services, including but not limited to, fiscal accounting and budget, payroll, attendance accounting, cafeteria accounting, special projects accounting.~~
2. ~~Develops and implements procedures for internal control for various District fiscal programs including special internal audits, as directed; serves as an administrative financial officer for the District.~~
3. ~~Plans, prepares and recommends District budget to the Deputy Superintendent; acts as primary financial advisor to the Deputy Superintendent providing technical expertise, information and assistance to maintain fiscal solvency and budget control;~~
4. ~~Provides prior and current year data from accounting records for the budgetary process; translates budget into controls for accounting systems to regulate financial stability; supervises and participates in the annual closing of the accounting books, and coordinates the District's independent audit.~~
5. ~~Performs financial or statistical research analytical studies, attends meetings and makes reports, to assist administration and the Board in the formulation of policies and planning of new or revised programs.~~
6. ~~Prepares or directs the preparation and maintenance of a variety of financial, attendance, narrative and statistical reports, records and files related to assigned activities.~~
7. ~~Prepare and administer reports required by the State and Federal government;~~
8. ~~Analyze, interpret, and assure compliance with Federal, State and District regulations and policies related to Business Services to determine the impact on District finances and new or existing programs.~~
9. ~~Coordinates/manages electronic data processing systems related to financial services~~
10. ~~Controls and authorizes expenditures in accordance with established limitations; reviews and verifies fund balances.~~
11. ~~Assumes a participating role on the District's financial committees; attend conferences and workshops related to fiscal services in order to keep abreast of current issues.~~
12. ~~Trains, supervises, and evaluates the performance of assigned personnel/programs; organize, schedule and delegate work assignments.~~
13. ~~Perform other related duties as assigned.~~

EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

- a) Assists the Chief Business Officer in all phases of fiscal functions with emphasis in the areas of accounting, and budgeting and control to maintain fiscal solvency.
- b) Performs financial or statistical research analytical studies to assist administration and the Board of Education in the formulation of policies and planning of new or revised programs.
- c) Directs and participates in the development of the district-wide budget for adoption and prepares subsequent budget revisions.
- d) Administers and participates in the preparation of interim reporting and prepares related narrative and statistical reports to the Board of Education.
- e) Prepares multi-year projections associated with the financial reporting required by government agencies.
- f) Supervises and participates in year-end closing procedures and prepares annual financial statements.
- g) Develops and implements procedures for internal control of various fiscal programs, including the review and analysis of financial statements and audits as required.
- h) Ensures the overall fiscal functions are conducted in compliance with the governmental laws and regulations within the generally accepted accounting principles (GAAP), and adheres to the district's guidelines and policies.
- i) Assumes responsibility for special assignments as directed by the Chief Business Officer.
- j) Assess and examine the district sponsored charter school's budget, and periodic and annual financial statements.
- k) Directs and participates in the selection, training, functions and evaluation of fiscal department personnel; confers with Human Resources on employment and/or disciplinary actions as required.
- l) Administers and/or coordinates relevant training of subordinates.
- m) Communicates positively and effectively with other administrators, district personnel and outside consultants/contractors to coordinate activities and programs; resolve issues and conflicts by finding alternative solutions to the issues and to exchange information; respond to inquiries and provide information on complex activities and/or procedures.
- n) Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of fiscal operations.

QUALIFICATIONS:

Knowledge of:

- ~~1. Current theory, principles, and practice of modern school district business and financial management.~~
- ~~2. Budget preparation and control; methods and techniques of cost analysis.~~
- ~~3. Financial analysis and projection techniques.~~
- ~~4. Principles and practices of public and business administration, supervision, and training.~~
- ~~5. Pertinent federal, state, and local laws, codes and regulations.~~
- ~~6. The application of electronic data processing to financial transactions.~~

Ability to:

- ~~1. Plan, direct and coordinate activities with other business management functions.~~
- ~~2. Prepare clear, concise financial reports and analysis; analyze and interpret budget data.~~
- ~~3. Perform long-range budget planning.~~
- ~~4. Organize, motivate and direct the activities of subordinates.~~
- ~~5. Work effectively with officials and employees of the District, public agencies and the community.~~
- ~~6. Speak and write clearly and concisely.~~
- ~~7. Ensure compliance of fiscal policies and procedures with applicable statutes and regulations.~~
- ~~8. Present clear and concise management, finance, and related reports.~~

KNOWLEDGE OF:

- Principles and methods of modern public and business administration management.
- Generally accepted auditing standards (GAAS).
- Federal, state, and local laws and regulations pertinent to school/government accounting.
- Methods of school budget preparation and control.
- Accounting theory, and generally accepted accounting principles (GAAP) and practices.
- Budget preparation and control; methods and techniques of cost analysis.
- Financial analysis, projection and research techniques.
- Principles and standard practices of cash management.
- Comprehensive financial reporting.
- Current budgeting and accounting software and tools.
- Modern office systems, methods, and computer equipment.

SKILLS AND ABILITIES:

- Direct, plan, coordinate and supervise activities related to fiscal service operations.
- Analyze and interpret fiscal reports.
- Forecast factors used in budgeting.
- Ensure the accuracy of financial documents and reports.
- Apply generally accepted accounting principles.
- Organize, manage and implement a comprehensive accounting system.
- Prepare and administer budget and control.
- Analyze and resolve issues related to the area of responsibility.
- Examine, interpret, and evaluate accounting and budgeting problems.
- Provide expertise and training to assigned personnel; motivate and direct their activities.
- Learn, program, and implement accounting systems using modern financial and computer software programs and tools.
- Work independently under organizational guidelines.
- Communicate clearly and concisely, both verbal and in writing.
- Apply Interpersonal skills using tact, patience and courtesy.
- Demonstrate flexibility and respond to changing requirements and job assignments.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION:

~~Any combination equivalent to:~~

Education:

Bachelor 's degree from an accredited institution in accounting, business administration or related field. An advanced degree is desirable.

Experience:

Five (5) years of increasingly responsible professional experience in business management, accounting and budget analysis, including at least three (3) years in a supervisory capacity; preferably in a public-school setting.

A Master's degree in business administration may be substituted for up to one (1) year of the required experience.

LICENSE AND CERTIFICATIONS:

License:

~~Must maintain a valid California driver's license.~~

Possession and maintenance of a valid California's driver's license and automobile insurance.

Ability to be covered under the District property/liability insurance.

WORK ENVIRONMENT:

PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

May be required to sit for long periods of time; dexterity of fingers and hands to operate an electronic keyboard, other office machines, or drive a vehicle; reach with hands and arms; speak clearly and distinctly to provide information; hearing sufficient to understand voices over telephone and in person; lift, carry and/or move objects weighing up to ten pounds; vision sufficient to read fine print and adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT:

Work is usually performed in a District office environment. Incumbent occasionally is exposed to the normal risks and hazards of operating computer-related equipment.