

PERALTA COMMUNITY COLLEGE DISTRICT - December, 2002

CLASSIFIED (CONFIDENTIAL) JOB DESCRIPTION

**DISTRICT BUDGET AND ATTENDANCE ANALYST
(Confidential Salary Range 36)
Job Code: 916**

CLASS PURPOSE

Under the direction of the Vice Chancellor for Budget and Finance, performs analyst- level work in the District's Budget and Attendance function. Through planning, organization, and utilization of the district's resources, conduct research and analysis to ensure accurate, timely and cost effective support of the district in planning, developing and controlling budgets and student attendance. Conducts research and analysis and prepares reports to monitor the status of the District's vacant positions and budget augmentations.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Conducts research and analysis to produce quarterly analytical budget and attendance reports;
- Works with the Information Technology Department along with the Vice Chancellor for Budget and Finance and the Assistant Vice Chancellor for Budget to assess the current functionality of the financial services information system regarding budgeting and attendance and conducts research to develop and implement improvements to the financial services information system in coordination with the Information Technology Department;
- Initiates review, approves and monitors budget transfers;
- Maintains district-wide vacant positions data and salary savings system;
- Reviews system-wide expenditures and consults with managers regarding budgetary problems and resolutions;
- Maintains a system to monitor and provide for the proper approval of staff travel and Personnel Action Requests;
- Coordinates with the Information Technology Department with regard to the use of information technology for the budgetary functions to increase the efficiency and effectiveness of the budgetary process;
- Performs research and analysis to conduct special studies and trend analyses in various budget areas;
- Works with the Vice Chancellor for Budget and Finance to develop and enhance the various budget screens to improve the effectiveness of utilizing the budget screens for internal budget processing and administration by managers.

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- Coordinates and develops budgets and attendance reports appropriate for the Vice Chancellor to submit to the Chancellor or Board of Trustees;
- Receives, reviews and verifies attendance reports;
- Computes and/or verifies "Full-time Equivalence Students" for State apportionment and prepares necessary State reports;
- Prepares and submits to the State Chancellor's Office attendance, enrollment and other analytical reports as required;
- Computes the out-of-district tuition rates;
- Coordinates the attendance production schedule and the academic calendar;
- Consults with internal and external auditors;
- Acts as liaison between district office departments, college divisions, and the college business offices on matters relating to budgeting and attendance;
- Provides and evaluates technical staff in the budgeting and attendance unit;
- Performs professional level research and analysis to establish procedures related to budgeting and attendance;
- Provides the Vice Chancellor for Budget and Finance with recommendations, and proposes policies and procedures to district staff regarding the budgeting and attendance functions;
- Establishes, updates and maintains budget and attendance procedures manuals;
- Provides advice and assistance to the Vice Chancellor to improve procedures and modify existing budget and attendance processes;
- Attends Board meetings and the Vice Chancellor staff meetings as required;
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Completion of a Bachelor's Degree from an accredited college or university in business, business management, business administration, finance, accounting or the equivalent amount of training and experience necessary to perform budget research and analysis duties.
2. Five years of increasingly responsible professional financial accounting and business experience involving the preparation of budget records and reports in the public section.
3. Knowledge of methods, procedures and regulations used in a community college district (or K-12 school district) budget and attendance operations.
4. Thorough knowledge of and familiarity with the administration of the budgeting and student attendance process.
5. Knowledge of California Education Code sections relating to budgeting and student attendance.
6. Demonstrated proficiency in the operation and use of personal computers utilizing word processing, spreadsheet and database management and presentation software programs (e.g., MS

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Office Suite, MS Word, Excel, Access and PowerPoint), the Internet browser, websites and E-mail.

7. Demonstrated skill in budget development, financial record keeping and auditing principles and procedures.
8. Demonstrated ability to independently conduct research and perform analysis and recommend appropriate courses of action.
9. Demonstrated ability to work harmoniously and cooperatively with managers and staff.
10. Must possess written and oral communication skills and interpersonal skills necessary for the effective performance of the analyst position.
11. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Knowledge of business law, financial analysis and management principles.
- Knowledge of procedures, policies, techniques and practices of a community college or school district.
- Ability to interpret and audit a community college or school budget, accounting and fiscal procedures and policies.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading

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- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A