



Personnel Commission Agenda, In Person Meeting, L-2 Thursday, June 9, 2022 at 12:30 p.m.

Accessible via Zoom: <https://us06web.zoom.us/j/86407288845?pwd=SOFrRTB5NjdJSWY1N3daakNHQzB1dz09>

Call In Zoom: +1 669 900 6833

Meeting ID: 864 0728 8845

Passcode: 744001

When there is a need for the Chairman to pass the gavel to a Commission Member, this action shall be automatic without need for a formal motion.

A. CALL TO ORDER	INFORMATION	
	Present	Absent
B. Roll Call – Commissioners Saleem Shakir-Gilmore, Chair Yvonne Hudson-Harmon, Vice Chair Lorrie Owens		
C. Approve Agenda	ACTION	
D. Approve the Minutes of May 12, 2022	ACTION	
E. Comment Cards – Google Form – Items from the Floor: Please fill out a Comment Card prior to the PC meeting using the following link: https://forms.gle/nmwkWkfeLbtB1fTb8 Persons may comment on items on the agenda or items not listed on the agenda. The Commissioners will read such comments, but may not discuss nor act upon them until they appear on the agenda.		
F. Unfinished Business - NA	ACTION	
G. New Business		
1. Working Out of Class Request – Elizabeth Tarango is requesting approval for a “Working Out of Class” appointment for Mary Ogburn, Education Mentor, to cover for Liliana Rocha, Education Mentor while she is on leave. PC Rule 4803.5. <i>(See Attached)</i>	ACTION	
2. Working Out of Class Request – Shailesh Regmi, Director II, District Business Services, is requesting approval for two “Working Out of Class” appointments, Ben Torres, Accounting Assistant and Ivette Alvarez, Accounting Assistant, while they are covering for Trish Hritz, Budget Analyst/Accountant, while she is on leave. PC Rule 4803.5. <i>(See Attached)</i>	ACTION	

3. Accelerated Step Placement – Lucy Salcido-Carter – Policy & Governance Manager – Range 17, Step 2 of the MGMT schedule, in accordance on PC Rule 4805.1a <i>(See Attached)</i>	ACTION
4. Job Description Revision – Approve the revisions made to the CSEA position, Budget Analyst/Accountant II, District Business Advisory Services and Budget Analyst/Accountant II, Internal Business Services job description, within the District Business Advisory Services and Internal Business Services department respectively. <i>(See Attached)</i>	ACTION
5. Personnel Transactions Report - Approve – May 9, 2022 – June 3, 2022. <i>(See Attached)</i>	ACTION
6. AB 361 – Teleconferencing Meeting for July 14, 2022 – Effective October 1, 2021, AB 361 modifies Brown Act teleconferencing public meeting requirements during a state of emergency and also requires public agencies to make specified findings every 30 days in order to continue to meet under the relaxed teleconferencing procedures.	ACTION

H. Ongoing Business	
1. Recruitments – Current Job Postings/Vacancies <div style="margin-left: 40px;"> (a) Custodian (Substitute) – (1.0 FTE) Date Posted: 5/2 Written: NA Application Deadline: OUF Oral: TBD </div> <div style="margin-left: 40px;"> (b) Accounting Technician– (1.0 FTE) Date Posted: 4/11 Written: 5/5 Application Deadline: 5/1 Oral: TBD </div> <div style="margin-left: 40px;"> (c) Custodian – (1.0 FTE) Date Posted: 5/9 Written: 6/8 Application Deadline: 5/30 Oral: TBD </div> <div style="margin-left: 40px;"> (d) Leaves/Benefits Technician – (1.0 FTE) Date Posted: 5/9 Written: 6/3 Application Deadline: 5/27 Oral: TBD </div> <div style="margin-left: 40px;"> (e) Administrative Assistant – (1.0 FTE) Date Posted: 5/20 Written: TBD Application Deadline: 6/5 Oral: TBD </div> <div style="margin-left: 40px;"> (f) Director I, District Advisory Services – (1.0 FTE) Date Posted: 5/26 Written: NA Application Deadline: 6/19 Oral: TBD </div>	INFORMATION
2. Eligibility List	INFORMATION
3. Report from Personnel Commission Staff	INFORMATION

4. Report from Employee/Employer Relations Committee (EERC)	INFORMATION
5. Items from the Commissioners	INFORMATION
6. Schedule next Regular Personnel Commission Meeting for July 14, 2022 at 12:30, TBD via Room L2 or Zoom	INFORMATION
7. ADJOURNMENT	ACTION



Personnel Commission Minutes In Person Meeting, L-2 Thursday, May 12, 2022 at 12:30 p.m.

When there is a need for the Chairman to pass the gavel to a Commission Member, this action shall be automatic without need for a formal motion.

A. CALL TO ORDER	Meeting called to order at 12:30 PM	
B. Roll Call – Commissioners Saleem Shakir-Gilmore, Chair Yvonne Hudson-Harmon, Vice Chair Lorrie Owens	Present	Absent
	✓	
		X
	✓	
C. Approve Agenda	APPROVED	
D. Approve the Minutes of April 12, 2022	APPROVED	
E. Comment Cards – Google Form – Items from the Floor: Please fill out a Comment Card prior to the PC meeting using the following link: https://forms.gle/QZx6oGECQRfXZp9D6 Persons may comment on items on the agenda or items not listed on the agenda. The Commissioners will read such comments, but may not discuss nor act upon them until they appear on the agenda.	No Items from the Floor	
F. Unfinished Business - NA	ACTION	
G. New Business		
1. Special Assignment Stipend – Cindy Charan, Chief of People & Leadership, is requesting approval for Dean Reconose, Personnel Assistant, as he works to assist with specific Administrative Assistant, Confidential duties while the recruitment is being conducted. PC Rule 4803.5. <i>(See Attached)</i>	APPROVED	
2. Budget Analyst Series Update – Updates to the proposal to revise and retitle the job description for the Budget Analyst series. Cynthia Jenkins gave a brief update to the updates being made to the Budget Analyst series update. They have met on the external BA position, and will be meeting soon for the internal BA position.	INFORMATION	

<p>3. Personnel Transactions Report - Approve – April 4, 2022 – May 6, 2022. <i>(See Attached)</i></p>	<p>APPROVED</p>
<p>4. AB 361 – Teleconferencing Meeting for June 9, 2022 – Effective October 1, 2021, AB 361 modifies Brown Act teleconferencing public meeting requirements during a state of emergency and also requires public agencies to make specified findings every 30 days in order to continue to meet under the relaxed teleconferencing procedures.</p> <p>AB 361 was approved in the event that there is an emergency and that it is required that the Personnel Commission meet virtually via Zoom.</p>	<p>APPROVED</p>
<p>5. Classified School Employee Week – Celebration for all classified staff, acknowledging the work of all of ACOE’s classified employees who serve student, families, and the community every day. Classified School Employees of the Year: Aida Geronimo, Nestor Torres, Karen Freeman.</p>	<p>INFORMATION</p>

H. Ongoing Business	
<p>1. Recruitments – Current Job Postings/Vacancies</p> <p>a) Administrative Assistant (Substitute) (Up to 7.5 hours FTE) Date Posted: 11/17 Written: 2/4 Application Deadline: OUF Oral: TBD</p> <p>b) Director II, District Advisory Services – (1.0 FTE) Date Posted: 3/11 Written: NA Application Deadline: 3/31 Oral: 5/18</p> <p>c) Director II, Payroll, Leaves & Benefits – (1.0 FTE) Date Posted: 3/24 Written: NA Application Deadline: 4/24 Oral: TBD</p> <p>d) Paraeducator, Juvenile Court Schools – (0.83 FTE) Date Posted: 4/21/ Written: NA Application Deadline: 5/12 Oral: TBD</p> <p>e) Custodian (Substitute) – (1.0 FTE) Date Posted: 5/2 Written: NA Application Deadline: OUF Oral: TBD</p> <p>(f) Accounting Technician– (1.0 FTE) Date Posted: 4/11 Written: 5/5 Application Deadline: 5/1 Oral: TBD</p> <p>(g) Custodian – (1.0 FTE) Date Posted: 5/9 Written: TBD Application Deadline: 5/27 Oral: TBD</p>	INFORMATION

<p>(h) Leaves/Benefits Technician – (1.0 FTE) Date Posted: 5/9 Application Deadline: 5/27</p>	<p>Written: 6/3 Oral: TBD</p>
2. Eligibility List	INFORMATION
<p>3. Report from Personnel Commission Staff</p> <p>Cynthia Jenkins reported out a reminder that the Personnel Commission Workshop is taking place on Friday, May 13, 2022.</p>	INFORMATION
<p>4. Report from Employee/Employer Relations Committee (EERC)</p> <p>CSEA President Veronica Olivares was unable to attend today’s meeting, and will report out on the EERC meetings at the next Personnel Commission meeting.</p>	INFORMATION
<p>5. Items from the Commissioners</p> <p>The Commissioners reported out that they are excited to attend the Personnel Commission Workshop and that they are looking forward to laying out a foundation as an agency to help further improve and grow the Personnel Commission.</p>	INFORMATION
6. Schedule next Regular Personnel Commission Meeting for June 9, 2022 at 12:30, TBD via Room L2 or Zoom	INFORMATION
7. ADJOURNMENT	Meeting Adjourned at 12:54 PM



**ALAMEDA COUNTY
OFFICE OF EDUCATION**
L. K. Monroe, Superintendent

Personnel Commissioners

Lorrie Owens
Saleem Shakir-Gilmore
Yvonne Hudson-Harmon

**Chief of People &
Leadership**

Cindy Charan

DATE: June 9, 2022
TO: Personnel Commission
FROM: Dean Reconose, Personnel Assistant
SUBJECT: Working Out of Classification – Educational Mentor – Mary Ogburn

Elizabeth Tarango, Director I, Foster Youth Services, is requesting a working out of classification appointment for Mary Ogburn, Paraeducator, as an Educational Mentor (CSEA Range 14, Step 4) to cover for the vacant position, while they perform daily assignment duties supporting the Student Programs & Services department.

Job duties to be performed are as follows:

- Conducts a variety of supporting activities (education needs assessment, court attendance, attend IEP meetings) for purpose of providing individual student work plans.
- Coordinates partners (teacher, child welfare worker, dependency attorney, ed rights holder, SPED staff, foster parent) in developing education team on behalf of foster students.
- Maintains variety of confidential records (evaluations, interventions, Health and Education Passport) for purpose of compiling, and documenting activities in compliance with administrative requirement and for use in monthly reports.
- Maintains a visible, accessible presence on various sites where foster youth are placed for purpose of serving as liaison between school and FYSCP.
- Monitors student progress for purpose of identifying issues and taking appropriate action for increasing student success.

This appointment has been conditionally approved by the Chief of People & Leadership:

Classification	Educational Mentor	FTE	1.0 FTE
Effective Date	5/16/2022	Ending Date	6/30/2022
Department	Student Programs & Services	Monthly WOOC Range	Range 14, Step 4

4803.5 Working Out of Classification

- a. When an employee is required to work out of classification, the fact shall be reported to the Chief Human Resources Officer who shall immediately investigate and, where necessary, report the matter to the Commission. This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by competent authority.*
- b. Classified employees shall not be required to perform duties which are not prescribed for the position by the Job Specification unless the duties are reasonably related to those prescribed for the position for any period of time which exceeds five (5) work days within a 15-calendar day period except as authorized herein.*
- c. An employee may be required to perform duties inconsistent with those assigned to the position by the job description for a period of more than five working days provided that the employee's salary is adjusted upward for the entire period the employee is required to work out of classification.*
- d. Out of class assignments shall not exceed 90 days. An extension may be granted upon approval of the Personnel Commission.*



**ALAMEDA COUNTY
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L. K. Monroe, Superintendent

Personnel Commissioners

Lorrie Owens
Saleem Shakir-Gilmore
Yvonne Hudson-Harmon

**Chief of People &
Leadership**
Cindy Charan

DATE: June 9, 2022

TO: Mary Ogburn, Paraeducator, Community Schools

FROM: Dean Reconose, Personnel Assistant

SUBJECT: Working Out of Classification Request

The Personnel Commission has conditionally approved your Working Out of Class Request within the Student Programs and Services Department. Below you will find the details of your appointment that will need to be officially approved at the next Personnel Commission meeting on June 9, 2022. ***You may begin work within this assignment, please be advised that this assignment is conditional until final approval by the Personnel Commission at the PC Meeting on Thursday, June 9, 2022 at 12:30 PM, which you are welcome to attend in-person or virtually via Zoom.***

Classification	Educational Mentor	FTE	1.0 FTE
Effective Date	5/16/2022	Ending Date	6/30/2022
Department	Student Programs & Services	Salary Range	CSEA, Range 14/Step 4

4803.5 Working Out of Classification

a. When an employee is required to work out of classification, the fact shall be reported to the Chief Human Resources Officer who shall immediately investigate and, where necessary, report the matter to the Commission. This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by competent authority.

b. Classified employees shall not be required to perform duties which are not prescribed for the position by the Job Specification unless the duties are reasonably related to those prescribed for the position for any period of time which exceeds five (5) work days within a 15-calendar day period except as authorized herein.

c. An employee may be required to perform duties inconsistent with those assigned to the position by the job description for a period of more than five working days provided that the employee's salary is adjusted upward for the entire period the employee is required to work out of classification.

d. Out of class assignments shall not exceed 90 days. An extension may be granted upon approval of the Personnel Commission

cc: Cindy Charan, Chief of People & Leadership
Personnel File

WORKING OUT OF CLASSIFICATION

Certification of Assigned Duties

Definition: An employee may be required to perform duties not represented within the employee's current job classification to replace an employee on leave of absence or to perform a special assignment of short duration. Working Out of Classification assignments may not exceed 90 days, unless based on extraordinary circumstances, the Personnel Commission grants an extension.

Please provide information concerning the proposed assignment as follows:

Employee Name:	<u>Mary Ogburn</u>	Current Classification:	<u>Para Educator</u>
Proposed Classification:	<u>Education Mentor</u>	Anticipated length of Assignment:	<u>90 days</u>
Dates Requested:	<u>May 12th - June 30, 2022</u>	New Request <input checked="" type="checkbox"/>	Extended Request: <input type="checkbox"/>

Rationale for Assignment: (e.g. replacing employee on LOA; vacant permanent position; special work project)

Education Mentor, Lily Rocha, will be on family/maternity leave starting May 12th. Mary would cover Lily's case load of foster youth during Lily's absence. Please note that another PAR and request will be submitted August 15th as the Education Mentors do not work July 1 - August 12th.

Please list duties to be assigned the employee that are represented in a different classification than the employee's current classification:

1. Conducts a variety of supporting activities (education needs assessment, court attendance, attend IEP meetings) for purpose of providing individual student work plans.
2. Coordinates partners (teacher, child welfare worker, dependency attorney, ed rights holder, Sped staff, foster parent) in developing education team on behalf of foster students
3. Maintains variety of confidential records (evaluations, interventions, Health and Education Passport) for purpose of compiling, and documenting activities in compliance with administrative requirements and for use in monthly reports.
4. Maintains a visible, accessible presence on various sites where foster youth are placed for purpose of serving as liaison between school and FYSCP.
5. Monitors student progress for purpose of identifying issues and taking appropriate action for increasing student success.

Note: The Director, Personnel Commission Services will evaluate the duties to be assigned the employee and determine the appropriate classification level for the assignment.

Elizabeth Tarango
Department Manager



5-11-22
Date

Educational Mentor

Purpose Statement

The job of Educational Mentor is done for the purpose/s of assisting youth residing in foster care placements through case management; providing or arranging for the referral to tutoring, transitioning, emancipation, special education, and other academic support services; and establishing collaborative relationships with local advisory groups and agencies.

This job reports to Assigned Administrator

Essential Functions

- Analyzes records of incoming students for the purpose of determining appropriate student placement and needs for services.
- Collaborates with a variety of internal and external individuals (e.g. Foster Youth Services staff, school district personnel, child welfare workers, etc.) for the purpose of providing and/or acquiring accurate and up-to-date information concerning individual student 's academics support services.
- Conducts a variety of supporting activities (e.g. student interviews, court attendance, attend IEP meetings, etc.) for the purpose of providing information regarding student assessment results and individual student work plans.
- Coordinates partners (e.g. tutorial support, IEP meeting attendance, school staff consultations, court proceedings attendance, etc.) for the purpose of supporting foster youth.
- Facilitates intervention protocols for identified foster youth students (e.g. regular student attendance, transitioning from one placement to another, etc.) for the purpose of identifying support resources, enhancing coping skills and providing referrals.
- Facilitates student enrollment and regular school attendance for the purpose of providing school placement stability and other academic support services for foster youth.
- Maintains a variety of confidential and non-confidential manual and electronic records (e.g. evaluations, reviews, intervention, support programs, health and Education Passport, etc.) for the purpose of compiling and documenting activities in compliance with administrative requirements and for use in monthly reports.
- Maintains a visible, accessible presence on various sites where foster youth are placed for the purpose of serving as liaison between the school and foster youth services.
- Maintains case records (e.g. logs, schedules, interventions, etc.) for the purpose of documenting activities and complying with mandated requirements.
- Monitors students' progress for the purpose of identifying issues and taking appropriate action for increasing student success.
- Participates in meetings, workshops and seminars (e.g. court, attorney meetings, expulsion hearings, 504 meetings, IEP meetings, school staffing-services on foster youth support needs, etc.) for the purpose of providing information and/or gathering information regarding education issues to foster youth.
- Provides or facilitates tutorial and other academic support services for foster youth for the purpose of ensuring that gaps in learning are being appropriately addressed.

- Responds to requests for intervention in situations that could negatively impact the student's education plan for the purpose of addressing needs of the student.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including software and preparing and maintaining accurate records; customer service; adhering to safety practices and procedures; administering first aid; promoting activities and/or events.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student enrollment, graduation and transfer; and business telephone etiquette; recordkeeping and record retention practices, group dynamics; safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; and working with frequent interruptions; setting priorities and working under minimal supervision; working within time constraints; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling (up to 25 pounds), some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience:	Prior experience working with youth in a formal, professional setting. Prior experience working with youth with learning disabilities and/or with foster youth; Conflict Resolution training desired.
Education:	Bachelor's degree in Human Services, Social Work, Human Development, or related.
Equivalency:	Equivalent combination of education and experience.

Required Testing:

Pre-Employment Proficiency Testing

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Certificates and Licenses

Valid CA Driver's License/Evidence of Insurability
CPR/First Aid Certificate

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date3/26/2019 CSEA
Negotiations**Salary Grade**

14

9/19/2016 PC Approval

Disclaimer – Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. They are not intended to include every possible activity and task performed in every position.

Alameda County Office of Education					
CSEA Salary Schedule					
EFFECTIVE July 1, 2021 CSEA approved 11/09/2021					
NEW HIRES 7.50 hours per day -ACOE					
	Range	Step	Annual	Monthly	Hourly
Business Analyst	23	1	102,677.04	8,556.42	52.46
Database Administrator		2	107,799.12	8,983.26	55.07
Instructional Designer		3	113,179.68	9,431.64	57.82
Network Administrator		4	118,842.36	9,903.53	60.69
Network Engineer		5	124,786.68	10,398.89	63.74
Senior Client Support Analyst					
Senior Network Systems Technician					
School Social Worker	22	1	93,748.80	7,812.40	47.89
		2	98,447.88	8,203.99	50.30
		3	103,358.28	8,613.19	52.81
		4	108,527.28	9,043.94	55.44
		5	113,955.24	9,496.27	58.21
School Support Counselor					
Client Support Analyst	21	1	85,619.04	7,134.92	43.74
Community Outreach Specialist		2	89,895.36	7,491.28	45.92
Family and Community Engagement Specialist		3	94,406.40	7,867.20	48.25
School Health and Safety Analyst		4	99,129.12	8,260.76	50.65
Senior Budget Analyst/Accountant		5	104,086.92	8,673.91	53.17
Software Engineer					
Support Center Team Lead					
Website and Database Analyst					
Budget Analyst/Accountant II	20	1	78,429.36	6,535.78	40.07
Communications Specialist		2	82,352.88	6,862.74	42.07
Digital Content Producer		3	86,464.92	7,205.41	44.18
Senior Payroll Analyst/Accountant		4	90,788.40	7,565.70	46.38
Website Developer		5	95,322.72	7,943.56	48.69
Budget Analyst/Accountant I	19	1	72,085.56	6,007.13	36.83
Internal Communications/ Events Coordinator		2	75,680.40	6,306.70	38.66
Payroll Analyst/Accountant		3	79,463.16	6,621.93	40.59
Project Specialist		4	83,433.96	6,952.83	42.62
Retirement Specialist		5	87,616.20	7,301.35	44.76
Support Center Specialist					
Youth Development Specialist					
Senior Administrative Assistant	18	1	66,516.84	5,543.07	33.98
Senior Credentials Specialist		2	69,829.80	5,819.15	35.69
Senior Human Resources Specialist		3	73,330.80	6,110.90	37.46
Senior Personnel Specialist		4	76,996.08	6,416.34	39.33
Senior Purchasing Specialist		5	80,849.28	6,737.44	41.60
Administrative Assistant	17	1	61,629.84	5,135.82	31.49
Skilled Facilities Technician		2	64,731.36	5,394.28	33.06
Skilled Trades Worker		3	67,950.24	5,662.52	34.71
		4	71,357.04	5,946.42	36.44
		5	74,928.48	6,244.04	38.28

Alameda County Office of Education					
CSEA Salary Schedule					
EFFECTIVE July 1, 2021 CSEA approved 11/09/2021					
NEW HIRES 7.50 hours per day -ACOE					
	Range	Step	Annual	Monthly	Hourly
Accounting Technician	16				
Computer Support Technician		1	57,424.08	4,785.34	29.34
Human Resources Specialist		2	60,290.40	5,024.20	30.80
Leaves/Benefits Technician		3	63,297.96	5,274.83	32.35
Personnel Specialist		4	66,470.04	5,539.17	33.96
Purchasing Specialist		5	69,783.00	5,815.25	35.67
Administrative Secretary	15	1	53,782.08	4,481.84	27.49
Educational Technology Support Specialist		2	56,460.72	4,705.06	28.84
Lead Custodian		3	59,280.24	4,940.02	30.27
Records Database Specialist, SIS		4	62,264.16	5,188.68	31.81
Records Database Specialist, SRC		5	65,365.56	5,447.13	33.38
Accounting Assistant	14				
Educational Mentor					
Human Resources Assistant		1	50,657.04	4,221.42	25.88
Office Assistant II		2	53,194.80	4,432.90	27.18
Office Specialist		3	55,849.80	4,654.15	28.53
Orientation & Assessment Technician		4	58,645.68	4,887.14	29.96
Personnel Assistant		5	61,582.92	5,131.91	31.47
Shipping & Receiving Specialist	13				
Utility Worker II					
Account Clerk		1	48,025.56	4,002.13	24.53
Custodian		2	50,445.72	4,203.81	25.78
Nutrition Operations Assistant		3	52,959.84	4,413.32	27.05
Office Assistant I	12	4	55,614.96	4,634.58	28.41
Utility Worker		5	58,387.32	4,865.61	29.83
Courier		1	45,864.00	3,822.00	23.44
Early Intervention Home Visitor		2	48,143.16	4,011.93	24.60
Paraeducator, Community Schools		3	50,563.08	4,213.59	25.83
Paraeducator, Juvenile Court School	11	4	53,077.20	4,423.10	27.11
Resource Library Operations Technician		5	55,732.32	4,644.36	28.47
Early Intervention Assistant		1	44,078.04	3,673.17	22.53
Paraeducator, Infant		2	46,286.88	3,857.24	23.64
		3	48,589.56	4,049.13	24.83
		4	51,033.24	4,252.77	26.07
		5	53,570.52	4,464.21	27.36

Annual Longevity 9+ thru 14 = \$2,520 | 15+ thru 19 = \$5,040 | 20+ = \$7,560 | 27+ = \$8,760 paid on a monthly basis

updated 11/9/2021

Longevity is for years of service at ACOE

12 163.125

DATE: June 9, 2022

TO: Personnel Commission

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Working Out of Classification – Budget Analyst/ Accountant I – Ben Torres & Ivette Alvarez

Shailesh Regmi, Facilities, Director II, District Business Services, is requesting a working out of classification appointment for both Ben Torres, Accounting Assistant & Ivette Alvarez, Accounting Assistant, as Budget Analyst/Accountant I (CSEA Range 19, Step 1) to cover for an employee who is out on leave. Both employees are performing daily assignment duties supporting the District Business Services department.

Job duties to be performed are as follows:

- Audits records, expenditure, internal controls and journal entries (e.g. property taxes, apportionments, cash deposits and entries, etc.) for the purpose of conforming to established GAAP, GASB, Federal and State laws and regulations as well as organizational and departmental guidelines.
- Reconciles fiscal information and account balances (e.g. cash statements, cash entries, apportionments, deposits, etc.) for the purpose of performing specialized fiscal and budgeting functions and verifying accuracy of information, maintaining accurate balances and complying with accounting practices.
- Collaborates with school districts, charter schools, COEs and other governing agencies such as the County Treasurer's Office (CTO) for the purpose of coordinating the compiling and filing of a wide variety of various reports.

This appointment has been conditionally approved by the Chief of People & Leadership:

Classification	Budget Analyst/ Accountant I	FTE	1.0 FTE
Effective Date	5/16/2022	Ending Date	6/30/2022
Department	District Business Services	Monthly WOOC Range	Range 19, Step 1

4803.5 Working Out of Classification

- a. When an employee is required to work out of classification, the fact shall be reported to the Chief Human Resources Officer who shall immediately investigate and, where necessary, report the matter to the Commission. This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by competent authority.*
- b. Classified employees shall not be required to perform duties which are not prescribed for the position by the Job Specification unless the duties are reasonably related to those prescribed for the position for any period of time which exceeds five (5) work days within a 15-calendar day period except as authorized herein.*
- c. An employee may be required to perform duties inconsistent with those assigned to the position by the job description for a period of more than five working days provided that the employee's salary is adjusted upward for the entire period the employee is required to work out of classification.*
- d. Out of class assignments shall not exceed 90 days. An extension may be granted upon approval of the Personnel Commission.*



**ALAMEDA COUNTY
OFFICE OF EDUCATION**
L. K. Monroe, Superintendent

Personnel Commissioners

Lorrie Owens
Saleem Shakir-Gilmore
Yvonne Hudson-Harmon

**Chief of People &
Leadership**
Cindy Charan

DATE: June 1, 2022

TO: Ben Torres, Accounting Assistant

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Working Out of Classification Request – Ben Torres

The Personnel Commission has conditionally approved your Working Out of Class Request within the Business Services Division. Below you will find the details of your appointment that will need to be officially approved at the next Personnel Commission meeting on June 10, 2022. ***Please be advised that this assignment is conditional until final approval by the Personnel Commission at the next Personnel Commission meeting on Thursday, June 9, 2022 at 12:30 PM, which you are welcome to attend virtually via Zoom or in person.***

Classification	Budget Analyst/Accountant I	Time Base	1.5 Months
Effective Date	May 16, 2022	Ending Date	June 30, 2022
Department	District Business Services	Daily Salary	CSEA Range 19, Step 1

4803.5 Working Out of Classification

a. When an employee is required to work out of classification, the fact shall be reported to the Chief Human Resources Officer who shall immediately investigate and, where necessary, report the matter to the Commission. This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by competent authority.

b. Classified employees shall not be required to perform duties which are not prescribed for the position by the Job Specification unless the duties are reasonably related to those prescribed for the position for any period of time which exceeds five (5) work days within a 15-calendar day period except as authorized herein.

c. An employee may be required to perform duties inconsistent with those assigned to the position by the job description for a period of more than five working days provided that the employee's salary is adjusted upward for the entire period the employee is required to work out of classification.

d. Out of class assignments shall not exceed 90 days. An extension may be granted upon approval of the Personnel Commission

cc: Cindy Charan, Chief of People & Leadership
Personnel File

WORKING OUT OF CLASSIFICATION

Certification of Assigned Duties

Definition: *An employee may be required to perform duties not represented within the employee's current job classification to replace an employee on leave of absence or to perform a special assignment of short duration. Working Out of Classification assignments may not exceed 90 days, unless based on extraordinary circumstances, the Personnel Commission grants an extension.*

Please provide information concerning the proposed assignment as follows:

Employee Name: _____	Current Classification: _____				
Proposed Classification: _____	Anticipated length of Assignment: _____				
Dates Requested: _____	<table><tr><td><i>New Request</i></td><td><i>Extended Request:</i></td></tr><tr><td>_____</td><td>_____</td></tr></table>	<i>New Request</i>	<i>Extended Request:</i>	_____	_____
<i>New Request</i>	<i>Extended Request:</i>				
_____	_____				

Rationale for Assignment: *(e.g. replacing employee on LOA; vacant permanent position; special work project)*

Please list duties to be assigned the employee that are represented in a different classification than the employee's current classification:

1. _____

2. _____

3. _____

4. _____

5. _____

Note: The Director, Personnel Commission Services will evaluate the duties to be assigned the employee and determine the appropriate classification level for the assignment.

Department Manager

Date

DATE: June 1, 2022

TO: Ivette Alvarez, Accounting Assistant

FROM: Sherry Causey, Personnel Specialist

SUBJECT: Working Out of Classification Request – Ivette Alvarez

The Personnel Commission has conditionally approved your Working Out of Class Request within the Business Services Division. Below you will find the details of your appointment that will need to be officially approved at the next Personnel Commission meeting on June 10, 2022. ***Please be advised that this assignment is conditional until final approval by the Personnel Commission at the next Personnel Commission meeting on Thursday, June 9, 2022 at 12:30 PM, which you are welcome to attend virtually via Zoom or in person.***

Classification	Budget Analyst/Accountant I	Time Base	1.5 Months
Effective Date	May 16, 2022	Ending Date	June 30, 2022
Department	District Business Services	Daily Salary	CSEA Range 19, Step 1

4803.5 Working Out of Classification

a. When an employee is required to work out of classification, the fact shall be reported to the Chief Human Resources Officer who shall immediately investigate and, where necessary, report the matter to the Commission. This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by competent authority.

b. Classified employees shall not be required to perform duties which are not prescribed for the position by the Job Specification unless the duties are reasonably related to those prescribed for the position for any period of time which exceeds five (5) work days within a 15-calendar day period except as authorized herein.

c. An employee may be required to perform duties inconsistent with those assigned to the position by the job description for a period of more than five working days provided that the employee's salary is adjusted upward for the entire period the employee is required to work out of classification.

d. Out of class assignments shall not exceed 90 days. An extension may be granted upon approval of the Personnel Commission

cc: Cindy Charan, Chief of People & Leadership
Personnel File

WORKING OUT OF CLASSIFICATION

Certification of Assigned Duties

Definition: *An employee may be required to perform duties not represented within the employee's current job classification to replace an employee on leave of absence or to perform a special assignment of short duration. Working Out of Classification assignments may not exceed 90 days, unless based on extraordinary circumstances, the Personnel Commission grants an extension.*

Please provide information concerning the proposed assignment as follows:

Employee Name: _____	Current Classification: _____				
Proposed Classification: _____	Anticipated length of Assignment: _____				
Dates Requested: _____	<table><tr><td><i>New Request</i></td><td><i>Extended Request:</i></td></tr><tr><td>_____</td><td>_____</td></tr></table>	<i>New Request</i>	<i>Extended Request:</i>	_____	_____
<i>New Request</i>	<i>Extended Request:</i>				
_____	_____				

Rationale for Assignment: *(e.g. replacing employee on LOA; vacant permanent position; special work project)*

Please list duties to be assigned the employee that are represented in a different classification than the employee's current classification:

1. _____

2. _____

3. _____

4. _____

5. _____

Note: The Director, Personnel Commission Services will evaluate the duties to be assigned the employee and determine the appropriate classification level for the assignment.

Department Manager

Date

JOB DESCRIPTION
Alameda County Office of Education

Budget Analyst/Accountant I

Purpose Statement

The job of Budget Analyst/Accountant I is done for the purpose/s of providing technical assistance and training in budgeting, finance, accounting, purchasing and related business matters to school districts, charter schools, and/or COE; and performing audits of records and project expenditures for compliance with GAAP, Federal and State laws and regulations.

This job reports to the Assigned Administrator

Essential Functions

- Approves and posts all cash entries on behalf of district, charter schools and/or COE for the purpose of assisting school districts with cash transfers, wires and deposits and monitoring cash balances in compliance with established financial practices and regulatory requirements.
- Audits records, expenditure, internal controls and journal entries (e.g. property taxes, apportionments, cash deposits and entries, etc.) for the purpose of conforming to established GAAP, GASB, Federal and State laws and regulations as well as organizational and departmental guidelines.
- Collaborates with school districts, charter schools, COEs and other governing agencies such as the County Treasurer's Office (CTO) for the purpose of coordinating the compiling and filing of a wide variety of various reports.
- Participates in unit meetings, in-service trainings, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares a wide variety of finance-related documents (e.g. narratives, monthly reconciliations, district checks, deposits, instruction operational manuals, budgets, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides business support, technical assistance, and training to school districts, charter schools and/or COE for the purpose of conveying pertinent information regarding accounting systems, finance, pupil attendance, deferred maintenance, food services, cost reduction programs and related fiscal areas.
- Reconciles fiscal information and account balances (e.g. cash statements, cash entries, apportionments, deposits, etc.) for the purpose of performing specialized fiscal and budgeting functions and verifying accuracy of information, maintaining accurate balances and complying with accounting practices.
- Responds to inquiries from a wide variety of internal and external sources (e.g. districts and County Office staff, County Treasurer's Office, etc.) for the purpose of providing routine and specialized information regarding financial procedures.

Other Functions

- Performs oversight of Accounting Specialist functions for the purpose of maintaining the efficient flow of financial processes.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; and communicating effectively using correct grammar and punctuation, both verbally and in writing;.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; and pertinent codes, policies, regulations and/or laws.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency Associates degree (A.A.) in accounting or business administration; three years of related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education; or equivalent combination of education and experience.

Required Testing

Pre-Employment Proficiency Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

9/19/2016

Salary Range

Alameda County Office of Education
CSEA Salary Schedule
EFFECTIVE July 1, 2021 CSEA approved 11/09/2021

NEW HIRES 7.50 hours per day -ACOE

	Range	Step	Annual	Monthly	Hourly
Business Analyst	23	1	102,677.04	8,556.42	52.46
Database Administrator		2	107,799.12	8,983.26	55.07
Instructional Designer		3	113,179.68	9,431.64	57.82
Network Administrator		4	118,842.36	9,903.53	60.69
Network Engineer		5	124,786.68	10,398.89	63.74
Senior Client Support Analyst					
Senior Network Systems Technician					
School Social Worker	22	1	93,748.80	7,812.40	47.89
School Support Counselor		2	98,447.88	8,203.99	50.30
		3	103,358.28	8,613.19	52.81
		4	108,527.28	9,043.94	55.44
		5	113,955.24	9,496.27	58.21
Client Support Analyst	21	1	85,619.04	7,134.92	43.74
Community Outreach Specialist		2	89,895.36	7,491.28	45.92
Family and Community Engagement Specialist		3	94,406.40	7,867.20	48.25
School Health and Safety Analyst		4	99,129.12	8,260.76	50.65
Senior Budget Analyst/Accountant		5	104,086.92	8,673.91	53.17
Software Engineer					
Support Center Team Lead					
Website and Database Analyst					
Budget Analyst/Accountant II	20	1	78,429.36	6,535.78	40.07
Communications Specialist		2	82,352.88	6,862.74	42.07
Digital Content Producer		3	86,464.92	7,205.41	44.18
Senior Payroll Analyst/Accountant		4	90,788.40	7,565.70	46.38
Website Developer		5	95,322.72	7,943.56	48.69
Budget Analyst/Accountant I	19	1	72,085.56	6,007.13	36.83
Internal Communications/ Events Coordinator		2	75,680.40	6,306.70	38.66
Payroll Analyst/Accountant		3	79,463.16	6,621.93	40.59
Project Specialist		4	83,433.96	6,952.83	42.62
Retirement Specialist		5	87,616.20	7,301.35	44.76
Support Center Specialist					
Youth Development Specialist					
Senior Administrative Assistant	18	1	66,516.84	5,543.07	33.98
Senior Credentials Specialist		2	69,829.80	5,819.15	35.69
Senior Human Resources Specialist		3	73,330.80	6,110.90	37.46
Senior Personnel Specialist		4	76,996.08	6,416.34	39.33
Senior Purchasing Specialist		5	80,849.28	6,737.44	41.60
Administrative Assistant	17	1	61,629.84	5,135.82	31.49
Skilled Facilities Technician		2	64,731.36	5,394.28	33.06
Skilled Trades Worker		3	67,950.24	5,662.52	34.71
		4	71,357.04	5,946.42	36.44
		5	74,928.48	6,244.04	38.28

Alameda County Office of Education					
CSEA Salary Schedule					
EFFECTIVE July 1, 2021 CSEA approved 11/09/2021					
NEW HIRES 7.50 hours per day -ACOE					
Range	Step	Annual	Monthly	Hourly	
Accounting Technician Computer Support Technician Human Resources Specialist Leaves/Benefits Technician Personnel Specialist Purchasing Specialist					
	1	57,424.08	4,785.34	29.34	
	2	60,290.40	5,024.20	30.80	
	3	63,297.96	5,274.83	32.35	
	4	66,470.04	5,539.17	33.96	
	5	69,783.00	5,815.25	35.67	
Administrative Secretary Educational Technology Support Specialist Lead Custodian Records Database Specialist, SIS Records Database Specialist, SRC	1	53,782.08	4,481.84	27.49	
	2	56,460.72	4,705.06	28.84	
	3	59,280.24	4,940.02	30.27	
	4	62,264.16	5,188.68	31.81	
	5	65,365.56	5,447.13	33.38	
Accounting Assistant Educational Mentor Human Resources Assistant Office Assistant II Office Specialist Orientation & Assessment Technician Personnel Assistant Shipping & Receiving Specialist Utility Worker II	1	50,657.04	4,221.42	25.88	
	2	53,194.80	4,432.90	27.18	
	3	55,849.80	4,654.15	28.53	
	4	58,645.68	4,887.14	29.96	
	5	61,582.92	5,131.91	31.47	
Account Clerk Custodian Nutrition Operations Assistant Office Assistant I Utility Worker	1	48,025.56	4,002.13	24.53	
	2	50,445.72	4,203.81	25.78	
	3	52,959.84	4,413.32	27.05	
	4	55,614.96	4,634.58	28.41	
	5	58,387.32	4,865.61	29.83	
Courier Early Intervention Home Visitor Paraeducator, Community Schools Paraeducator, Juvenile Court School Resource Library Operations Technician	1	45,864.00	3,822.00	23.44	
	2	48,143.16	4,011.93	24.60	
	3	50,563.08	4,213.59	25.83	
	4	53,077.20	4,423.10	27.11	
	5	55,732.32	4,644.36	28.47	
Early Intervention Assistant Paraeducator, Infant	1	44,078.04	3,673.17	22.53	
	2	46,286.88	3,857.24	23.64	
	3	48,589.56	4,049.13	24.83	
	4	51,033.24	4,252.77	26.07	
	5	53,570.52	4,464.21	27.36	

Annual Longevity 9+ thru 14 = \$2,520 | 15+ thru 19 = \$5,040 | 20+ = \$7,560 | 27+ = \$8,760 paid on a monthly basis

updated 11/9/2021

Longevity is for years of service at ACOE

12 163.125

DATE: June 9, 2022
TO: Personnel Commission
FROM: Sherry Causey, Personnel Specialist
SUBJECT: Accelerated Step Placement – Lucy Salcido-Carter, Policy & Governance Manager

BACKGROUND: The Superintendent's Office has requested an accelerated step placement at Range 17, Step 2 (MGMT) of the **Policy & Governance Manager** classification for Lucy Salcido-Carter.

Lucy's qualifications are beyond the minimum qualifications for this classification. She has over 17 years of professional experience in policy, which includes Director roles, where she implemented varied public education and communication strategies to gain policy improvements. Lucy currently holds a J.D. degree in Law, as well as a B.A. in Comparative Literature and M.A. in Spanish and Portuguese, Latin American Literature.

RECOMMENDATION: We are recommending approval of her accelerated step placement at Range 17 Step 2, with an effective date retro to date of hire, in accordance with the Personnel Commission Rules and Regulations 4805.1a Salary on Employment.

We have attached a copy of her resume, PC memo, job description and CSEA Salary Schedule for your review.

Classification	Policy & Governance Manager	FTE	1.0
Effective Date	6/13/2022	Ending Date	N/A
Department	Superintendent's Office	Hourly Salary	Salary Range 17, Step 2 (MGMT)

4805.1a. Salary on Employment

Appointment to any position in any class shall be made at the minimum rate and advancement to rates greater than the minimum rate shall be by successive steps in the salary range for the class. In the case of recruitment difficulties, desired appointments of individuals with unusually high qualifications, and/or the current salary of the desired appointee is higher than the first step of the salary schedule, upon recommendation of the Superintendent, the Commission may authorize an accelerated salary schedule movement for the classification.

cc: Chief
Personnel File

DATE: May 25, 2022

TO: Lucy Salcido Carter, Policy & Governance Manager

FROM: Sherry Causey, Personnel Specialist

SUBJECT: **Accelerated Step Placement Request** – Lucy Salcido Carter, Policy & Governance Manager

The Personnel Commission has received a request on your behalf, recommending an accelerated step placement at Range 17, Step 2 (MGMT) of the **Policy & Governance Manager** classification located within the **Superintendent's Office**. This accelerated step placement request will need to be officially approved at the next Personnel Commission meeting on **Thursday, June 9 2022 at 12:30 PM**, which you are welcome to attend virtually via Zoom or in person.

Below you will find the details of your appointment:

Classification	Policy & Governance Manager	FTE	1.0
Effective Date	TBD	Ending Date	N/A
Department	Superintendent's Office	Hourly Salary	Salary Range 17, Step 2 (MGMT)

4805.1a. Salary on Employment

Appointment to any position in any class shall be made at the minimum rate and advancement to rates greater than the minimum rate shall be by successive steps in the salary range for the class. In the case of recruitment difficulties, desired appointments of individuals with unusually high qualifications, and/or the current salary of the desired appointee is higher than the first step of the salary schedule, upon recommendation of the Superintendent, the Commission may authorize an accelerated salary schedule movement for the classification.

cc: Chief
Personnel File

Highlight of Qualifications

- Demonstrated ability to analyze and influence county, state, and national policies.
- Strategic, dynamic, and effective approaches to gaining legislative reform.
- Strong commitment to relationship-based advocacy and coalition-building to reach common goals.
- Proven leadership in gaining positive education outcomes, particularly for underserved communities.
- Success advancing policy and practice reforms in a variety of institutional environments.

Experience

- California Association of Nonprofits (CalNonprofits) San Francisco, CA
Public Policy Director Jan 2020 to present
- Engage government leaders at all levels to improve administrative and legislative policies for nonprofits.
 - Recommend, draft, and advocate for policies that protect and promote the nonprofit sector.
 - Lead policy programming that informs and engages association members in salient advocacy.
 - Support national coalition efforts to improve federal agency policies in a range of nonprofit-related issues.
- Youth Law Center San Francisco, CA
Policy Advocate Dec 2016 to Jan 2020
- Led advocacy for legislative reforms w/ strong success record in getting bills signed into law.
 - Built solid working relationships w/ legislators, the administration, agency leaders, and their staff.
 - Engaged coalitions in support of justice system reforms at local, state, and national levels.
 - Supported legal interns to gain policy and legislative advocacy skills in a range of justice-related topics.
 - Directed multi-year program to increase college access for youth w/ juvenile justice system involvement.
- Northern California Innocence Project at Santa Clara University School of Law Santa Clara, CA
Policy Director April 2015 to Jan 2017
- Shepherded into law California's groundbreaking actual innocence claim for wrongful convictions.
 - Worked across the aisle to improve laws governing the criminal justice system.
 - Implemented varied public education and communication strategies to gain policy improvements.
 - Built coalitions, lobbied legislators, and mobilized partners to support or oppose bills.
- San Mateo County Community College District Redwood City, CA
Director, Center for International and University Studies March 2011-March 2014
- Raised \$5M in public funds for new programs to improve services for community college students transitioning to university. Founded and directed new programs in a highly political environment.
 - Hired and led a team of 6 staff, built new institutional partnerships to provide innovative services.
 - Served as member of college president's leadership team, advising on college-wide policies.
- East Bay Community Foundation Oakland, CA
Project Director Oct 2003-Oct 2004
- Developed and led \$3M initiative to improve child welfare outcomes in 44 California counties.
 - Educated elected officials and other opinion leaders about benefits of implementing new policies.
 - Led successful partnership of funders, officials, administrators, service providers, and system consumers.
- Kings Mountain and LSCarter Consulting Woodside and San Francisco, CA
Policy Analysis, Communications, and Program Improvement Consultant Oct 2002 to present

- Analyze policy challenges and opportunities and make recommendations to agency leaders.
- Develop, implement, and manage programs for nonprofits, education institutions, foundations, and public agencies to increase their effectiveness in serving clients, customers, and communities.
- Engage wide range of coalition members in support of policy improvements at local/national levels.
- Clients include Annie E. Casey Foundation, National Council of Juvenile & Family Court Judges, CA Dept. of Health & Human Services, Futures Without Violence, Santa Clara County Executive's Office.

David and Lucile Packard Foundation

Los Altos, CA

Program Officer, Policy Analyst, Journal Editor

March 1992-Dec 2002

- Directed national grantmaking program w/ annual \$2M to \$8M budget.
- Managed \$1M+ board-directed grant, working w/ Brazilian mayors to improve health outcomes.
- Supported national research resulting in federal legislative and administrative support for new policies.
- Analyzed policy issues of interest to foundation, recommended grantmaking strategies to reach goals.
- Authored and edited publications in *The Future of Children*, on a range of policy topics.

New York University

New York, NY

Spanish and Portuguese Instructor

Jan 1982-Dec 1982

- Taught undergraduate courses in Spanish and Brazilian Portuguese.

Education

J.D. Stanford University, Stanford, CA, 1991. Chair, Women of Stanford Law. Member, Latino Law Students.

M.A. in Spanish and Portuguese, New York University, New York, NY, 1984. University Scholar.

Fulbright Scholarship, São Paulo, Brazil, 1981.

B.A. cum laude in Comparative Literature, Princeton University, Princeton, NJ, 1980.

Sample Publications and Presentations

- Advocacy Perspectives on the Greenbook: Interviews with Domestic Violence Advocates. *Juvenile and Family Court Journal*. Reno: National Council of Juvenile and Family Court Judges, December 2019
- Fertile Ground for Wrongful Convictions. *Prosecutor's Brief*. Sacramento, CA: California District Attorneys Association, Summer 2017
- Keys to Post-Conviction Review: Flexibility and Leadership. *Prosecutor's Brief*. Sacramento, CA: California District Attorneys Association, Winter 2017.
- Conviction Review Must Serve the Interests of Justice. *Daily Journal*. September 11, 2015.
- *Compliance Review in Civil Protection Orders: Challenges and Solutions*. Reno: National Council of Juvenile and Family Court Judges, 2014.
- *Batterer Intervention: Doing the Work and Measuring the Progress*. Washington, DC: National Institute of Justice, October 2010.
- *Effective Responses to Teen Sexting: A Guide for Judges and Other Professionals*. San Francisco: Family Violence Prevention Fund (FVPF), November 2009.
- Breakthrough Series Collaborative: A Model for Foundation Innovation and Accountability. Council on Foundations, Seattle, WA, September 2006; Annie E. Casey Foundation, Baltimore, MD, May 2006.
- Domestic Violence and Children. National Academy of Sciences, Washington, DC, May 2000; National Council of Juvenile and Family Court Judges' Summit, Jackson, WY: September 2000.
- Domestic Violence and Children. Analysis and Recommendations. *The Future of Children*. Princeton, NJ: Princeton University and the Brookings Institution, Winter 1999.

Additional Skills and Interests

- Certificate in Editing, Marjorie Baer Scholarship, UC Berkeley Extension, 2011.
- Board of Directors Secretary, Executive Committee Member, CA Youth Connection, 2020-present.
- Fluent in Spanish and Brazilian Portuguese.

JOB DESCRIPTION
Alameda County Office of Education

POLICY AND GOVERNANCE MANAGER

Purpose Statement

The job of the Policy and Governance Manager is done for the purposes of assisting the Alameda County Board of Education (ACBOE), Alameda County school districts, and members of the public with inter-district transfers and expulsion appeals; advising the ACBOE and County Superintendent in the development, revision, and implementation of policies and regulations for the ACBOE and the Alameda County Office of Education (ACOE); and coordinating local, state, and federal legislative advocacy efforts and intergovernmental affairs on behalf of the ACBOE and County Superintendent.

This job reports to the assigned administrator.

Essential Functions

- Directs and manages attendance and expulsion appeals, including mediation for the purpose of facilitating resolution between parties; coordinates the collection of information and preparation of required documents for use in appeals hearings before the ACBOE; prepares and maintains individual case notes and related files; composes and distributes a variety of correspondence and informational materials for the purpose of facilitating communication between parties.
- Provides resources and technical assistance to schools, districts, students, parents, outside agencies and the public concerning attendance, expulsion, school district organization, and school governance issues; responds to inquiries for the purpose of providing information concerning practices, policies, procedures, laws and regulations.
- Advises the ACBOE and Superintendent in the development and revision of policies and regulations for the County Board of Education and the County Office for the purpose of providing relevant and current policies and regulations; identifies policy priorities and issues; researches and writes policies and regulations in collaboration with County Office personnel, the Superintendent's Cabinet, and the County Board of Education subcommittee.
- Manages timelines for revising and updating County Office policies and regulations for the purpose of maintaining current policies and regulations; ensures effective and timely communication for newly developed or revised policies and procedures for affected staff; assists in the organization, development, and delivery for training related to policy implementation.
- Analyzes and makes recommendations on changing school district boundaries and reorganizing school districts for the purpose of evaluating impact to the community, school finances, facilities, academic programs, and other related factors.
- Trains, supervises and evaluates the performance of assigned staff for the purpose of an effective and efficient workplace environment; schedules and assigns work; interviews, hires and manages staff according to established County procedures.
- Supports the coordination of ACBOE and ACOE legislative advocacy efforts and intergovernmental affairs.

- In collaboration with the Administrative Secretary to the County Board of Education, prepares and coordinates election documents for County Board elections.
- Responds to public inquiries and concerns received by the ACBOE and ACOE and assists in resolving them.
- Communicates and coordinates activities with ACOE legal counsel regarding legal interpretations and opinions.
- Prepares a wide variety of documents and written or electronic materials (e.g. attendance and expulsion appeals, policy manuals, etc.) for the purpose of documenting activities and issues, conveying information, meeting compliance requirements, and/or providing supporting materials.
- Researches a variety of topics (e.g. public policy, educational issues, local, state, and federal legislation, etc.) for the purpose of securing information and advising the Superintendent, the County Board, and County Office personnel.
- Coordinates a variety of projects and /or activities for the purpose of ensuring compliance with established guidelines.
- Participates in a wide variety of meetings (e.g. Board meetings, workshops, seminars, conferences, etc.) for the purpose of conveying and gathering information regarding a wide variety of subjects required to carry out administrative responsibilities.
- Develops and manages effective working relationships with County Office personnel, school districts, community leaders, and the public to support the assigned job function.

OTHER FUNCTIONS

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: researching, analyzing, and writing various correspondence and legal, legislative, and policy documents; communicating effectively and diplomatically across a broad range of stakeholders; planning and managing multiple projects; making presentations; developing effective working relationships; and operating standard office equipment including pertinent software applications.

KNOWLEDGE is required to perform multiple tasks with a potential need to increase knowledge in order to meet changes in education landscape. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: ACOE operations and philosophy; pertinent laws, statutes, codes, regulations, policies and procedures related to public education agency administration, regulation and policy development, including Brown Act and student attendance; knowledge of community resources; concepts of conflict resolution; practicing cultural competency while working collaboratively with diverse groups and individuals; concepts of basic math, including

calculations using fractions, percent, and/or ratios; proper English grammar and punctuation; and interpersonal skills using tact, patience, and courtesy.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Train, supervise and evaluate the performance of assigned staff. Problem solving with data frequently requires independent interpretation of guidelines and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and facilitating communication between persons with frequently divergent positions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Minimum Qualifications

EXPERIENCE REQUIRED

Three (3) years job related experience with increasing levels of responsibility is required. Mediation and facilitation experience is preferred. Work experience in public educational agencies is preferred.

EDUCATION

Bachelor's Degree in Public Policy, Public Administration, Education Leadership/Administration, Law; or another related field.

EQUIVALENCY

Five (5) years of experience in education, legal, or public policy analysis, development, administration assignments; or equivalent combination of education and experience

Required Testing

Pre-Employment Proficiency Testing

Certificates and Licenses

Valid CA Driver's License/Evidence of Insurability

Continuing Educ./Training**Clearances**

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Exempt

Approval Date

3/14/2019

Salary Range

Range 17

Alameda County Office of Education
Classified Management Salary Schedule
EFFECTIVE July 1, 2020 Approved 05-11-2020

Range	JOB CLASSIFICATION	Step 1			Step 2			Step 3			Step 4			Step 5			Salary Rates for longevity		
		Annual	Monthly	Daily	Annual	Monthly	Daily	Annual	Monthly	Daily	Annual	Monthly	Daily	Annual	Monthly	Daily	End Yr 5	End Yr 9	End Yr 13
28	Associate Superintendent	\$235,000.00	\$19,583.33	\$900.38	\$240,000.00	\$20,000.00	\$919.54	\$245,000.00	\$20,416.67	\$938.70	\$250,000.00	\$20,833.33	\$957.85	\$255,000.00	\$21,250.00	\$977.01	\$21,375.00	\$21,458.33	\$21,666.67
23	Chief Human Resources Officer	\$175,000.00	\$14,583.33	\$670.50	\$180,000.00	\$15,000.00	\$689.66	\$185,000.00	\$15,416.67	\$708.81	\$190,000.00	\$15,833.33	\$727.97	\$195,000.00	\$16,250.00	\$747.13	\$16,375.00	\$16,458.33	\$16,666.67
22	Chief of District Business Advisory Services Chief of Finance and Operations Executive Director, Chief of Learning & Accountability Executive Director, State Resource Centers	\$165,000.00	\$13,750.00	\$632.18	\$170,000.00	\$14,166.67	\$651.34	\$175,000.00	\$14,583.33	\$670.50	\$180,000.00	\$15,000.00	\$689.66	\$185,000.00	\$15,416.67	\$708.81	\$15,541.67	\$15,625.00	\$15,833.33
21	Director IV,Administrative Services Director IV, Executive Director, Human Resources Director IV, Information Technology Services Director IV, Internal Business Services	\$155,000.00	\$12,916.67	\$593.87	\$160,000.00	\$13,333.33	\$613.03	\$165,000.00	\$13,750.00	\$632.18	\$170,000.00	\$14,166.67	\$651.34	\$175,000.00	\$14,583.33	\$670.50	\$14,708.33	\$14,791.66	\$15,000.00
20	Director III, Communications & Public Affairs Director III, Executive Director, Personnel Commission Director III, Facilities, Maintenance & Operations Director III, Fiscal Services Director III, IT Network Services Director III, Research, Assessment & Accountability	\$145,000.00	\$12,083.33	\$555.56	\$150,000.00	\$12,500.00	\$574.71	\$155,000.00	\$12,916.67	\$593.87	\$160,000.00	\$13,333.33	\$613.03	\$165,000.00	\$13,750.00	\$632.18	\$13,875.00	\$13,958.33	\$14,166.67
19	Director II, C.A.R.S. Network Director II, District Business Services Director II, District Business and Advisory Services Director II, School District Controller Services Director II, Human Resources	\$135,000.00	\$11,250.00	\$517.24	\$140,000.00	\$11,666.67	\$536.40	\$145,000.00	\$12,083.33	\$555.56	\$150,000.00	\$12,500.00	\$574.71	\$155,000.00	\$12,916.67	\$593.87	\$13,041.67	\$13,125.00	\$13,333.33
18	Director I, Charter Schools Director I, Communications & Public Affairs Director I, Data Management Director I, District Advisory Services Director I, Facilities & Operations Director I, Financial Support Services Director I, R4 Grant Career Pathways Trust Director I, Software & Web Development Director I, Special Programs	\$125,000.00	\$10,416.67	\$478.93	\$130,000.00	\$10,833.33	\$498.08	\$135,000.00	\$11,250.00	\$517.24	\$140,000.00	\$11,666.67	\$536.40	\$145,000.00	\$12,083.33	\$555.56	\$12,208.33	\$12,291.66	\$12,500.00
17	Client Services Manager Credential Manager Fiscal Manager Policy and Governance Manager School Health and Safety Manager	\$115,000.00	\$9,583.33	\$440.61	\$120,000.00	\$10,000.00	\$459.77	\$125,000.00	\$10,416.67	\$478.93	\$130,000.00	\$10,833.33	\$498.08	\$135,000.00	\$11,250.00	\$517.24	\$11,375.00	\$11,458.33	\$11,666.67
16	Program Mgr. II, After School Enrichment Program Mgr. II, After School Health (SCR) Program Mgr. II, After School Region 4 Program Mgr. II, Foster Youth Services Program Mgr. II, Integrated Learning Research HNAP Program Mgr. II, Nutrition (SCR) Program Mgr. II, Safe & Drug Free Schools (SCR)	\$110,000.00	\$9,166.67	\$421.46	\$115,000.00	\$9,583.33	\$440.61	\$120,000.00	\$10,000.00	\$459.77	\$125,000.00	\$10,416.67	\$478.93	\$130,000.00	\$10,833.33	\$498.08	\$10,958.33	\$11,041.66	\$11,250.00
15	Digital Content Manager Program Mgr I, Alliance for Arts Learning Program Mgr I, District & Regional Statewide Initiatives Program Mgr I, Energy Efficiency Program Mgr I, Transition to Teaching Initiative Program Mgr I, Wellness Manager Resource Development Manager	\$105,000.00	\$8,750.00	\$402.30	\$110,000.00	\$9,166.67	\$421.46	\$115,000.00	\$9,583.33	\$440.61	\$120,000.00	\$10,000.00	\$459.77	\$125,000.00	\$10,416.67	\$478.93	\$10,541.67	\$10,625.00	\$10,833.33
14	Payroll Supervisor Purchasing & Accounts Supervisor	\$100,000.00	\$8,333.33	\$383.14	\$105,000.00	\$8,750.00	\$402.30	\$110,000.00	\$9,166.67	\$421.46	\$115,000.00	\$9,583.33	\$440.61	\$120,000.00	\$10,000.00	\$459.77	\$10,125.00	\$10,208.33	\$10,416.67
13	Business Administration Supervisor Superintendent's Office Supervisor	\$95,000.00	\$7,916.67	\$363.98	\$100,000.00	\$8,333.33	\$383.14	\$105,000.00	\$8,750.00	\$402.30	\$110,000.00	\$9,166.67	\$421.46	\$115,000.00	\$9,583.33	\$440.61	\$9,708.33	\$9,791.66	\$10,000.00
12	Occupational Therapist Public Information Manager	\$90,000.00	\$7,500.00	\$344.83	\$95,000.00	\$7,916.67	\$363.98	\$100,000.00	\$8,333.33	\$383.14	\$105,000.00	\$8,750.00	\$402.30	\$110,000.00	\$9,166.67	\$421.46	\$9,291.67	\$9,375.00	\$9,583.33
11	Maintenance Operations Supervisor	\$85,000.00	\$7,083.33	\$325.67	\$90,000.00	\$7,500.00	\$344.83	\$95,000.00	\$7,916.67	\$363.98	\$100,000.00	\$8,333.33	\$383.14	\$105,000.00	\$8,750.00	\$402.30	\$8,875.00	\$8,958.33	\$9,166.67

Masters = \$125.00 per month
Doctoral = \$208.33 per month

Exempt minimum hour work week is 37.50 hours
Rates are rounded to two significant digits

DATE: June 9, 2022

TO: Personnel Commission

FROM: Cynthia Jenkins, Assistant Director of People & Leadership

SUBJECT: Job Description Revision/Retitle – Budget Analyst/Accountant II, Internal Business Services and Budget Analyst/Accountant II, District Advisory Services Department.

I. RECOMMENDATION

Cynthia Jenkins, Director III, Executive Director of the Personnel Commission, recommends that the Personnel Commission approve the revision and title change to the existing Budget Analyst/Accountant II job description in order to update and reflect current and essential functions of the Internal Business Services Department and the District Advisory Services Department.

II. BACKGROUND

As follow-up to the December 2021, Personnel Commission meeting and recommendation to review the essential functions of the Budget Analyst/Accountant Series, the Personnel Commission's Office engaged in discussions with the respective departments regarding the essential functions of the Budget Analyst/Accountant II positions in the Internal Business Department and the District Business Advisory Departments. Through these meetings, with both departments, it was determined that the essential functions are different based on the duties of the inward facing and external facing departments.

As a result of the classification review committee discussions, the Personnel Commissions Office is recommending creating two classifications, distinguishing two specific roles. Both departments share the same classification of Budget Analyst/Accountant II, however the need for a more transparent job description with the actual essential duties of each department is needed to ensure current employees within the department and future candidates are aware of the specific duties and responsibilities.

The Internal Business Services Budget Analyst/Accountant II essential functions compile, review, monitor and analyze budget data for Alameda County Office of Education's internal departments, programs and grants.

A classification committee review was held on Monday, May 9, 2022, Tuesday, May 24, 2022 and Friday, June 3, 2022 with CSEA to review, revise and discuss specific details of the essential functions of the Budget Analyst/Accountant II in the Internal Business Services department.

The District Business Advisory Services Budget Analyst/Accountant II essential functions provide fiscal oversight, which includes monitoring, reviewing and analyzing for LEAs, Charter Schools and ROP's within Alameda County.

A classification committee review was held on Tuesday, April 19, 2022 with CSEA to review, revise and discuss specific details of the essential functions of the Budget Analyst/Accountant II in the District Business Advisory Services department.

We reached consensus that the updates to the job descriptions reflect the essential functions of the Budget Analyst/Accountant II in the Internal Business Services Department and the District Business Advisory Services Department.

The level of experience for this position was also revised, in order to align with the rest of the accounting/budgeting positions in the organization, aligned with the career ladder of the accounting/budgeting classifications experience.

The experience was originally three (3) years of related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or COE. The level of experience recommended is four (4) years of experience. We eliminated the previous language of Five (5) years of experience preferred from the job description.

III. SUMMARY AND CONCLUSION

Based on the overall rationale, the Personnel Commission staff recommends that the Budget Analyst/Accountant II job description be revised to reflect the current and relative duties and functions, and to add Internal Business Services and District Advisory Services to the end of the respective title, to distinguish between the Budget Analyst Accountant II job descriptions in the two departments. A salary survey was also conducted and the findings show the ACOE Budget Analyst/Accountant II is consistent and competitive with the surrounding COE's and we are in the top range in compensation. The salary will remain the same at Range 20 of the Classified CSEA Salary Schedule.

Personnel Commissioners

Lorrie Owens
 Saleem Shakir-Gilmore
 Yvonne Hudson-Harmon

**Chief of People &
 Leadership**

Cindy Charan

District/COE	Job Title	Range	Salary	8 Hour Workday	7.5 Hour Workday	Hourly Rate
San Mateo	Financial Analyst	136	\$8,997.00	X		\$51.71
Napa	External Accountant - District Services, Fiscal Services Department	N/A	\$8,056.50		X	\$49.39
Alameda	Budget Analyst/Accountant II	20	\$7,943.56		X	\$48.70
Contra Costa	District Fiscal Advisor	35	\$8,292.00	X		\$47.66
Santa Clara	Accountant II	47.5	\$8,147.01	X		\$46.82
Contra Costa	Program Accountant	32	\$7,694.00	X		\$44.22
Sonoma	Accounting Analyst	42	\$7,605.54	X		\$43.71
Los Angeles	Budget Technician	48	\$6,479.00	X		\$37.24
Solano	Accounting Analyst	30	\$5,818.00	X		\$33.44
San Joaquin	Account Technician III	34	\$4,985.00	X		\$28.65

Average Salary: \$6,973.72
Median Salary: \$7,240.87

JOB DESCRIPTION
Alameda County Office of Education

Budget Analyst/Accountant II

Purpose Statement

The job of Budget Analyst/Accountant II is done for the purpose/s of providing technical assistance and training in budgeting, finance, accounting, purchasing and related business matters to school district, charter schools and/or the COE; performing audits of records and project expenditures for compliance with GAAP, GASB, Federal and State laws and regulations; preparing revenue and expenditure projections; monitoring budgets; and closing books of accounts, all under the review of the department supervisor.

This job reports to the Assigned Administrator

Essential Functions

- Analyzes and compiles data from a variety of sources (e.g. County's Auditors Office, categorical grants and entitlement, Charter Schools, revenues and allocations from SELPA, etc.) for the purpose of assisting in the planning and developing of budgets.
- Assists in the development, implementation and technical support of new accounting and budgeting systems and procedures for the purpose of providing guidance and support for internal financial controls needed throughout the County Office, charter schools and school districts.
- Audits records, expenditures and internal controls in areas related to property taxes, apportionments, cash deposits, and journals entries, for the purpose of conforming to established GAAP, Federal and State laws and regulations.
- Coordinates a wide variety of fiscal projects (e.g. year end closing, property tax reconciliations and postings, County Treasurer's Office (CTO) transactions, first interim and second interim reports, adopted budgets, unaudited actuals, LCFF entitlements and apportionments, etc.) for the purpose of providing guidance and support, identifying fiscal solvency issues, making recommendations and assisting with county office oversight compliance.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs oversight of Accounting Specialist and/or Budget Analyst I functions for the purpose of maintaining the efficient flow of financial processes.
- Prepares a wide variety of finance-related documents (e.g. narratives, payroll tax reports, monthly reconciliations, unemployment insurance reports, daily district checks deposits, budgets, operating and instruction manuals, budget transfers, journal entries, special ed annual estimates, etc.) for the purpose of documenting activities, conveying information and preparing for external auditors.
- Provides business support, technical assistance, and training to school district, COE and charter business offices for the purpose of conveying pertinent information regarding the development of budgets, accounting systems, finance, purchasing, pupil attendance, deferred maintenance, food services and cost reduction programs.
- Provides technical guidance in budgeting, finance and related business matters for the purpose of ensuring understanding and accuracy for department and other staff.
- Reconciles fiscal information and account balances (e.g. cash statements, cash entries, apportionments, deposits, statistical and budgetary information, etc.) for the purpose of performing

specialized budgeting and fiscal functions, verifying accuracy of information, maintaining accurate balances, resolving financial issues and discrepancies, and complying with accounting practices.

- Responds to inquiries from a wide variety of internal and external sources (e.g. districts and County Office staff, County Treasurer's Office, Charter Directors, etc.) for the purpose of providing routine and specialized information regarding financial procedures, laws, regulations and policies.
- Reviews and analyzes, under direction, a variety of ACOE, Charters' and Districts' budgets and financial reports (e.g. SACS reports, grants and entitlements, special education programs, Fund Unaudited Actuals Report, categorical programs, etc.) for the purpose of ensuring the accuracy of reported information and compliance with established financial guidelines and program policies, practices and regulatory requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; and concepts of correct.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; pertinent codes, policies, regulations and/or laws; school budgeting policies and audit procedures.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating effectively, using correct grammar and punctuation with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 15 pounds), carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience Three (3) years related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education; Five (5) years' experience preferred.

Education Associates degree (A.A.) in accounting or business administration.

Equivalency Equivalent combination of education and experience.

Required Testing

Pre-Employment Proficiency Testing

Certificates

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

CSEA Negotiations 1/30/19

9/19/2016 PC

Salary Range

20

JOB DESCRIPTION

Alameda County Office of Education

Budget Analyst/Accountant II-District Business Advisory Services

Purpose Statement

The job of Budget Analyst/Accountant II is done for the purpose/s of providing technical assistance and training in budgeting, finance, accounting, purchasing and related business matters to school district, charter schools and/or the COE; performing audits of records and project expenditures for compliance with GAAP, GASB, AB1200, Federal and State laws and regulations; preparing revenue and expenditure projections; monitoring budgets; and closing books of accounts, all under the review of the department supervisor.

This job reports to the ~~Director II of District Advisory Services~~ Assigned Administrator Assigned Administrator

Essential Functions

- ~~Reviews, analyzes and evaluates~~ Analyzes Local Education Agencies (LEAs - county office, school districts, charter schools, and/or ROPs, etc.) ~~charter school and/or school district/ ROP~~ financials, Local Control Accountability Plans (LCAPS), ~~including~~ budgets, interim reports, unaudited actuals, multi-year projections, cash flow and audit reports.
- Provide fiscal oversight and monitoring activities for the ~~districts and~~ ACOE Board authorized charter schools ~~and AB1200 office support to~~ and determine compliances with state statutes. ~~compiles data from a variety of sources (e.g. County's Auditors Office, categorical grants and entitlement, Charter Schools, revenues and allocations from SELPA, etc.) for the purpose of assisting in the planning and developing of budgets.~~
- Verify ~~LEAs charter and school district school~~ LCFF revenues, analyzes financial data, reconciles LCFF entitlements and apportionments to state reports. Reviews and verifies grants and entitlements and compares for reasonableness with ~~LEAs charter and/or school district~~ financials, budgets, and multi year ~~and/or school district~~ projections.
- Provide business support, technical assistance and training to ~~County LEAs charter schools, school districts, ROP's, and~~ county office administrators on budget and financial matters.
- Assist Directors with monitor and review of ~~LEAs school district~~ budgets, interim reports, unaudited actuals and audit reports for ensuring that ACOE fulfills its responsibility under AB 1200/AB2756.
- Assists in the development, implementation and technical support of new accounting and budgeting systems and procedures for the purpose of providing guidance and support for internal financial controls needed throughout the County Office, charter schools and school districts.
- ~~Audits records, expenditures and internal controls in areas related to property taxes, apportionments, cash deposits, and journals entries, for the purpose of conforming to established GAAP, Federal and State laws and regulations.~~
- Prepares, analyzes and reconciles principal and interest payments of Bond Interest and Redemption Fund for school districts with the County Treasurer Office. Assists with ACOE's fiduciary responsibilities of bond administration and oversight for ~~LEAs school districts.~~



- **Prepares** ~~Coordinates and reconciles~~ a wide variety of fiscal projects **including** calculations and allocation of Education Revenue Augmentation Fund (ERAF), Special Education Taxes, property taxes to **LEAs** ~~school districts~~. (e.g. year end closing, property tax reconciliations and postings, County Treasurer's Office (CTO) transactions, first interim and second interim reports, adopted budgets, unaudited actuals, LCFF entitlements and apportionments, etc.) for the purpose of ~~providing guidance and support, identifying fiscal solvency issues, making recommendations and assisting with county office oversight compliance.~~
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- **May act in a team lead capacity with other accounting positions for the purpose of maintaining the efficient flow of financial processes.** ~~Performs oversight of Accounting Specialist and/or Budget Analyst I functions for the purpose of maintaining the efficient flow of financial processes.~~
- ~~Prepares a wide variety of finance-related documents (e.g. narratives, payroll tax reports, monthly reconciliations, unemployment insurance reports, daily district checks deposits, budgets, operating and instruction manuals, budget transfers, journal entries, special ed annual estimates, etc.) for the purpose of documenting activities, conveying information and preparing for external auditors.~~
- ~~Provides business support, technical assistance, and training to school district, COE and charter business offices for the purpose of conveying pertinent information regarding the development of budgets, accounting systems, finance, purchasing, pupil attendance, deferred maintenance, food services and cost reduction programs.~~
- Provides technical guidance in budgeting, finance and related business matters for the purpose of ensuring understanding and accuracy for department and other staff.
- ~~Reconciles fiscal information and account balances (e.g. cash statements, cash entries, apportionments, deposits, statistical and budgetary information, etc.) for the purpose of performing~~

Job Description: Printed 1/31/17 Page 1

~~specialized budgeting and fiscal functions, verifying accuracy of information, maintaining accurate balances, resolving financial issues and discrepancies, and complying with accounting practices.~~

Responds to inquiries from a wide variety of internal and external sources (e.g. districts and County Office staff, County Treasurer's Office, Charter Directors, etc.) for the purpose of providing routine and specialized information regarding financial procedures, laws, regulations and policies.

- Reviews and analyzes, under direction, a variety of **LEAs** ~~ACOE, Charters' and Districts'~~ budgets and financial reports (e.g. SACS reports, grants and entitlements, special education programs, Fund Unaudited Actuals Report, categorical programs, etc.) for the purpose of ensuring the accuracy of reported information and compliance with established financial guidelines and program policies, practices and regulatory requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily

perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; and **ability to gather / aggregate data and organize it in a presentable way for a wide variety of both internal and external parties.**~~concepts of correct-~~

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; pertinent codes, policies, regulations and/or laws; school **finance and** budgeting policies, **as well as**~~and~~ audit procedures.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating effectively, using correct grammar and punctuation with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Job Description: Printed 1/31/17 Page 2

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 15 pounds), carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience ~~Four (4)~~ **Three (3)** years related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education; ~~Five (5) years' experience preferred.~~

Education Associates degree (A.A.) in accounting or business administration.

Equivalency Equivalent combination of education and experience.

Required Testing Certificates

Pre-Employment Proficiency Testing

Continuing Educ./Training Clearances

Criminal Justice Fingerprint/Background
Clearance

Tuberculosis Clearance

FLSA Status Approval Date Salary Range Non Exempt CSEA Negotiations 1/30/19 20

9/19/2016 PC

Budget Analyst/Accountant II-District Business Advisory Services

Purpose Statement

The job of Budget Analyst/Accountant II is done for the purpose/s of providing technical assistance and training in budgeting, finance, accounting, purchasing and related business matters to school district, charter schools and/or the COE; performing audits of records and project expenditures for compliance with GAAP, GASB, AB1200 Federal and State laws and regulations; preparing revenue and expenditure projections; monitoring budgets; and closing books of accounts, all under the review of the department supervisor. This job reports to the Assigned Administrator.

Essential Functions

- Analyzes Local Education Agencies (LEAs - county office, school districts, charter schools, and/or ROPs, etc.) financials, Local Control Accountability Plans (LCAPS), budgets, interim reports, unaudited actuals, multi-year projections, cash flow and audit reports.
- Provide fiscal oversight and monitoring activities for the districts and ACOE Board authorized charter schools and AB1200 support to determine compliance with state statutes.
- Verify LEAs revenues, analyzes financial data, and reconciles entitlements and apportionments to state reports. Reviews and verifies grants and entitlements and compares for reasonableness with LEAs financials, budgets, and multi-year projections.
- Provide business support, technical assistance and training to LEAs and county office administrators on budget and financial matters.
- Assist Directors with monitor and review of LEAs budgets, interim reports, unaudited actuals and audit reports for ensuring that ACOE fulfills its responsibility under AB 1200/AB2756.
- Assists in the development, implementation and technical support of new accounting and budgeting systems and procedures for the purpose of providing guidance and support for internal financial controls needed throughout the County Office, charter schools and school districts.
- Prepares, analyzes and reconciles principal and interest payments of Bond Interest and Redemption Fund for school districts with the County Treasurer Office. Assists with ACOE's fiduciary responsibilities of bond administration and oversight for LEAs.
- Prepares and reconciles a wide variety of fiscal projects including calculations and allocation of Education Revenue Augmentation Fund (ERAF), Special Education Taxes, and property taxes to LEAs.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- May act in a team lead capacity with other accounting positions for the purpose of maintaining the efficient flow of financial processes.
- Provides technical guidance in budgeting, finance and related business matters for the purpose of ensuring understanding and accuracy for department and other staff.

JOB DESCRIPTION

Alameda County Office of Education

- Responds to inquiries from a wide variety of internal and external sources (e.g. districts and County Office staff, County Treasurer's Office, Charter Directors, etc.) for the purpose of providing routine and specialized information regarding financial procedures, laws, regulations and policies.
- Reviews and analyzes, under direction, a variety of LEAs budgets and financial reports (e.g. SACS reports, grants and entitlements, special education programs, Fund Unaudited Actuals Report, categorical programs, etc.) for the purpose of ensuring the accuracy of reported information and compliance with established financial guidelines and program policies, practices and regulatory requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; and ability to gather / aggregate data and organize it in a presentable way for a wide variety of both internal and external parties.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles of accounting and auditing; general governmental accounting practices; standard office practices and procedures; pertinent codes, policies, regulations and/or laws; school finance and budgeting policies, as well as audit procedures.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating effectively, using correct grammar and punctuation with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

JOB DESCRIPTION
Alameda County Office of Education

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 15 pounds), carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Four (4) years related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education.

Education: Associates degree (A.A.) in accounting or business administration.

Equivalency: Equivalent combination of education and experience.

Required Testing Certificates

Pre-Employment Proficiency Testing

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

Tuberculosis Clearance

FLSA Status
Range

Non Exempt

Approval Date

9/19/2016 PC
1/30/19 CSEA Negotiations
5/12/22 CSEA Negotiations

Salary

20

JOB DESCRIPTION
Alameda County Office of Education

Budget Analyst/Accountant II- Internal Business Services

Purpose Statement

The job of Budget Analyst/Accountant II is done for the purpose/s of providing technical assistance and training in budgeting, finance, accounting, purchasing and related business matters to school district, charter schools and/or the COE; performing audits of records and project expenditures for compliance with GAAP, GASB, Federal and State laws and regulations; preparing revenue and expenditure projections; monitoring budgets; and closing books of accounts, all under the review of the department supervisor.

This job reports to the Assigned Administrator

Essential Functions

- Analyzes and compiles data from a variety of sources (~~e.g. County's Auditors Office~~, categorical grants and entitlement, County Authorized ACOE internal Charter Schools, revenues and allocations from SELPA, etc.) for the purpose of assisting in the planning and developing of budgets.
- Assists in the development, implementation and technical support of new accounting and budgeting systems and procedures for the purpose of providing guidance and support for internal financial controls needed throughout the County Office.~~the County Office, charter schools and school districts.~~
- Audits records, expenditures and internal controls in areas related to ~~property taxes~~, apportionments, cash deposits, and journals entries, for the purpose of conforming to established GAAP, Federal and State laws and regulations.
- Coordinates a wide variety of fiscal projects (e.g. year end closing, ~~property tax reconciliations~~ and postings, ~~County Treasurer's Office (CTO) transactions~~, first interim and second interim reports, adopted budgets, unaudited actuals, LCFF entitlements, LCAP development support and apportionments, etc.) for the purpose of providing guidance and support, identifying internal ~~internal~~ fiscal solvency issues, and making recommendations ~~and assisting with county office oversight compliance.~~
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- May act in a team lead capacity with other accounting positions for the purpose of maintaining the efficient flow of financial processes.~~Performs oversight of Accounting Specialist and/or Budget Analyst I functions for the purpose of maintaining the efficient flow of financial processes.~~
- Prepares a wide variety of finance-related documents (e.g. narratives, ~~payroll tax reports~~, monthly reconciliations, ~~unemployment insurance reports~~, ~~daily district checks deposits~~, budgets, operating and instruction manuals, budget transfers, journal entries, special ed annual estimates, etc.) for the purpose of documenting activities, conveying information and preparing for internal ~~external~~ auditors.
- Provides business support, technical assistance, and training to ~~school district~~, COE and internal charter business offices for the purpose of conveying pertinent information regarding the development of budgets, accounting systems, finance, purchasing, pupil attendance, deferred maintenance, food services and cost reduction programs.
- Provides technical guidance in budgeting, finance and related business matters for the purpose of

ensuring understanding and accuracy for department and other staff.

- Reconciles fiscal information and account balances (e.g. cash statements, cash entries, apportionments, deposits, statistical and budgetary information, etc.) for the purpose of performing

Job Description: Printed 1/31/17 Page 1

specialized budgeting and fiscal functions, verifying accuracy of information, maintaining accurate balances, resolving financial issues and discrepancies, and complying with accounting practices.

- Responds to inquiries from a wide variety of internal and external sources (e.g. districts and County Office staff, ~~County Treasurer's Office~~, Internal Charter Directors, etc.) for the purpose of providing routine and specialized information regarding financial procedures, laws, regulations and policies.

- Reviews and analyzes, under direction, a variety of ACOE, Internal Charters' and ~~Districts'~~ ~~budgets~~ and financial reports (e.g. ~~SACS reports~~, grants and entitlements, special education programs, Fund Unaudited Actuals Report, categorical programs, etc.) for the purpose of ensuring the accuracy of reported information and compliance with established financial guidelines and program policies, practices and regulatory requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; and ability to gather / aggregate data and organize it in a presentable way for a wide variety of both internal and external parties.~~concepts of correct.~~

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ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: analyzing a variety of financial and statistical information; working under time constraints; communicating effectively, using correct grammar and punctuation with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of

resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Job Description: Printed 1/31/17 Page 2

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 15 pounds), carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience ~~Four~~Three (43) years related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education. ~~Five (5) years' experience preferred.~~

Education Associates degree (A.A.) in accounting or business administration.

Equivalency Equivalent combination of education and experience.

Required Testing Certificates

Pre-Employment Proficiency Testing

Continuing Educ./Training Clearances

Criminal Justice Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status Approval Date Salary Range Non Exempt CSEA Negotiations 1/30/19 20

9/19/2016 PC

JOB DESCRIPTION
Alameda County Office of Education

Budget Analyst/Accountant II- Internal Business Services

Purpose Statement

The job of Budget Analyst/Accountant II is done for the purpose/s of providing technical assistance and training in budgeting, finance, accounting, purchasing and related business matters to school district, charter schools and/or the COE; performing audits of records and project expenditures for compliance with GAAP, GASB, Federal and State laws and regulations; preparing revenue and expenditure projections; monitoring budgets; and closing books of accounts, all under the review of the department supervisor.

This job reports to the Assigned Administrator

Essential Functions

- Analyzes and compiles data from a variety of sources, categorical grants and entitlement, County Authorized ACOE internal Charter Schools, revenues and allocations from SELPA, etc.) for the purpose of assisting in the planning and developing of budgets.
- Assists in the development, implementation and technical support of new accounting and budgeting systems and procedures for the purpose of providing guidance and support for internal financial controls needed throughout the County Office.
- Audits records, expenditures and internal controls in areas related to, apportionments, cash deposits, and journals entries, for the purpose of conforming to established GAAP, Federal and State laws and regulations.
- Coordinates a wide variety of fiscal projects (e.g. year-end closing, and postings, first interim and second interim reports, adopted budgets, unaudited actuals, LCFF entitlements, LCAP development support and apportionments, etc.) for the purpose of providing guidance and support, identifying internal fiscal solvency issues, and making recommendations
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- May act in a team lead capacity with other accounting positions for the purpose of maintaining the efficient flow of financial processes.
- Prepares a wide variety of finance-related documents (e.g. narratives,, monthly reconciliations,, budgets, operating and instruction manuals, budget transfers, journal entries, special ed annual estimates, etc.) for the purpose of documenting activities, conveying information and preparing for internal auditors.
- Provides business support, technical assistance, and training to COE and internal charter business offices for the purpose of conveying pertinent information regarding the development of budgets, accounting systems, finance, purchasing, pupil attendance, deferred maintenance, food services and cost reduction programs.
- Provides technical guidance in budgeting, finance and related business matters for the purpose of ensuring understanding and accuracy for department and other staff.
- Reconciles fiscal information and account balances (e.g. cash statements, cash entries, apportionments, deposits, statistical and budgetary information, etc.) for the purpose of performing specialized budgeting and fiscal functions, verifying accuracy of information, maintaining accurate balances, resolving financial issues and discrepancies, and complying with accounting practices.

- Responds to inquiries from a wide variety of internal and external sources (e.g. districts and County Office staff, Internal Charter Directors, etc.) for the purpose of providing routine and specialized information regarding financial procedures, laws, regulations and policies.
- Reviews and analyzes, under direction, a variety of ACOE, Internal Charters' and financial reports (e.g., grants and entitlements, special education programs, Fund Unaudited Actuals Report, categorical programs, etc.) for the purpose of ensuring the accuracy of reported information and compliance with established financial guidelines and program policies, practices and regulatory requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; performing accounting procedures; planning and managing projects; preparing and maintaining accurate records; and ability to gather / aggregate data and organize it in a presentable way for a wide variety of both internal and external parties..

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Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

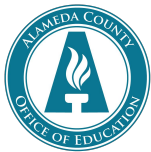
Working Environment

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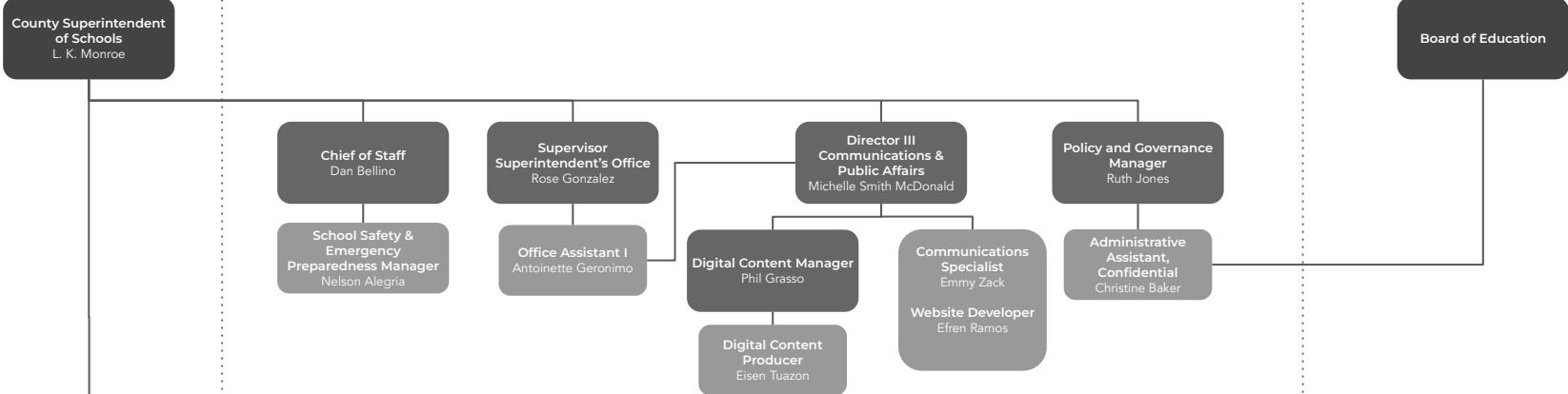
- Experience Four (4) years related experience with increasing responsibility in accounting, auditing or financial analysis, preferably in a school district or county office of education.
- Education Associates degree (A.A.) in accounting or business administration.
- Equivalency Equivalent combination of education and experience.

<u>Required Testing Certificates</u>		<u>Certificates</u>
Pre-Employment Proficiency Testing		
<u>Continuing Educ./Training Clearances</u>		<u>Clearance</u>
Criminal Justice Fingerprint/Background		Tuberculosis Clearance
<u>FLSA Status</u>	<u>Approval Date</u>	<u>Salary Range</u>
Non Exempt	CSEA Negotiations 1/30/19 9/19/2016 PC	20

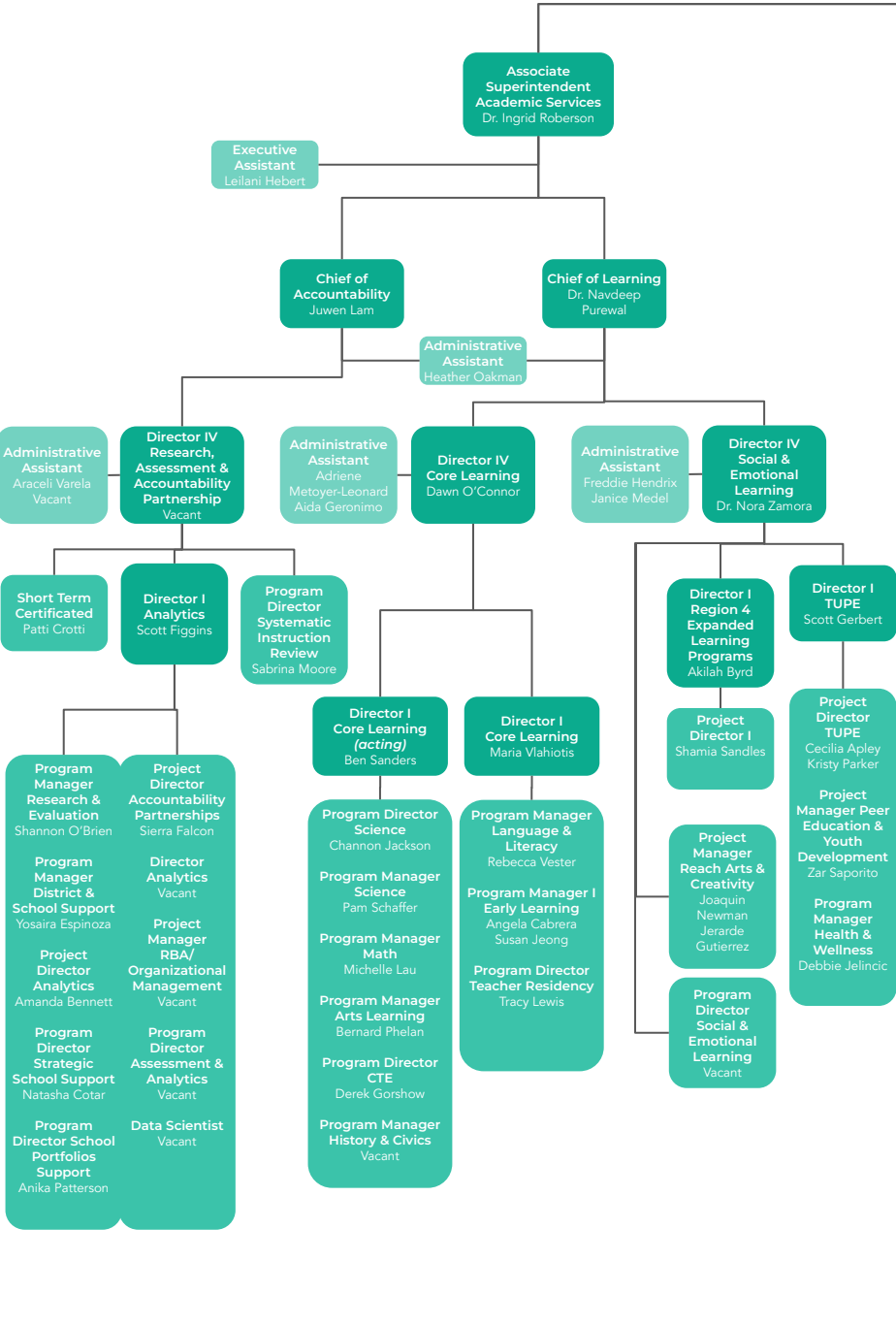


ALAMEDA COUNTY OFFICE OF EDUCATION

SUPERINTENDENT'S DIVISION



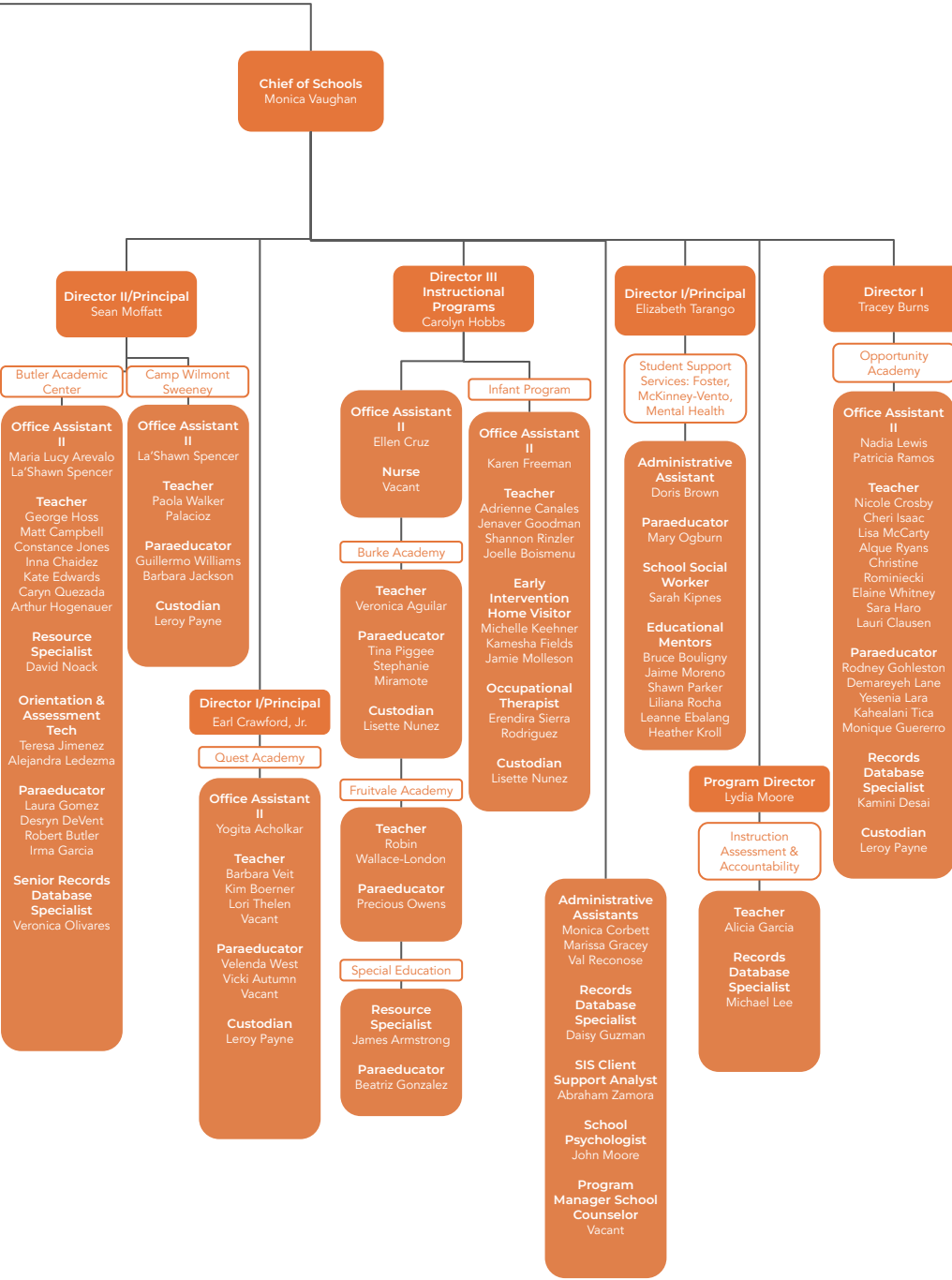
ACADEMIC SERVICES



BUSINESS SERVICES



STUDENT PROGRAMS & SERVICES



PERSONNEL COMMISSION
ALAMEDA COUNTY OFFICE OF EDUCATION
June 9, 2022

CLASSIFIED PERSONNEL TRANSACTIONS

***This report maintains all current appointments until date of expiration.**

PROBATIONARY APPOINTMENTS

<u>Name</u>	<u>Position</u>	<u>Department/Site</u>	<u>FTE</u>	<u>Effective</u>	<u>Last Day of Probation</u>
Patricia Ramos	Office Assistant II	Student Program and Services	0.83	12/8/2021	7/1/2022
Nelson Alegria	School Safety & Emergency Preparedness Manager	Superintendent's Office	1.0	1/3/2022	7/1/2022
Cynthia Jenkins	Assistant Director, People & Leadership	Human Resources	1.0	1/1/2022	6/30/2022
Heather Kroll	Education Mentor	Student Programs & Services	1.0	1/3/2022	8/13/2022
Julissa Darden	Director I, Project Management of Strategic Initiatives	District Business & Advisory Services	1.0	1/14/2021	7/14/2022
Michael Evans	Director I, Labor & Employee Relations	Human Resources	1.0	2/1/2022	8/1/2022
Denis Stroble	Network Administrator	Business Services	1.0	2/3/2022	8/3/2022
Jaylen Taylor	Custodian	Facilities, Maintenance & Operations	1.0	2/4/2022	8/4/2022
Cenovia Romero	Executive Assistant	District Business & Advisory Services	1.0	3/1/2022	8/29/2022
Ayleen Aralar	Business Analyst, Direct Service Districts	District Business & Advisory Services	1.0	4/4/2022	9/30/2022
Steven Spencer	Custodian	Facilities, Maintenance & Operations	0.5	4/27/2022	10/26/2022

Actions as of May 9, 2022

Jaylen Taylor	Shipping & Receiving Specialist	Facilities, Maintenance & Operations	1.0	5/2/2022	10/28/2022
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CHANGE OF STATUS

<u>Name</u>	<u>Rationale</u>	<u>Department/Site</u>	<u>Effective</u>
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

RETIREMENT

<u>Name</u>	<u>Position</u>	<u>Department/Site</u>	<u>Effective</u>
Aida Geronimo	Administrative Assistant	Educational Services	07/31/2022

RESIGNATION

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Department/Site</u>	<u>Effective</u>
Jaylen Taylor	Custodian	Took Another Position	Facilities, Maintenance & Operations	5/1/2022

Reason Codes:

1	Relocating out of area	5	Needs full time job
2	Returning to school	6	Accepted Certificated position (ACOE)
3	Accepted a position elsewhere	7	Promotion
4	Personal	8	Other

LIMITED TERM ASSIGNMENTSⁱ

<u>Name</u>	<u>Position</u>	<u>Department/Site</u>	<u>Effective</u>
Adrianna Walters	Leaves/Benefits Technician	Internal Business Services	4/19/2022 – 6/30/2022
Joan Uhlig	Office Assistant I	Superintendent's Office	11/9/2021 – 6/30/2022

SUBSTITUTE ASSIGNMENTSⁱ *(Temporary position during absence of regular employee.)*

<u>Name</u>	<u>Position</u>	<u>Department/ Site</u>	<u>Rationale</u>	<u>Effective</u>
Monica Alvarez	Office Assistant I	Superintendent's Office	Works As Needed in Absence of Office Assistant I	5/5/2022-6/30/2022
Monica Alvarez	Office Assistant II	Student Program and Services	Works As Needed in Absence of Administrative Assistant	3/30/2022 – 6/30/2022
Phillip Owens	Administrative Assistant	Learning & Accountability	Works As Needed in Absence of Administrative Assistant	3/14/2022 – 6/30/2022
Joan Uhlig	Office Assistant I	Superintendent's Office	Works As Needed in Absence of Office Assistant I	11/9/2021 – 6/30/2022

PROVISIONAL APPOINTMENTSⁱⁱ

<u>Name</u>	<u>Position</u>	<u>Department/Site</u>	<u>Effective</u>
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

PROFESSIONAL EXPERTSⁱⁱⁱ

<u>Name</u>	<u>Program/Assignment</u>	<u>Position Type</u>	<u>FY Hire Date</u>	<u>Total # of days to 5/15</u>	<u>Department/Site</u>	<u>Effective</u>
Robin Malfatti	Winton	COVID Coordinator	7/1/2021	52.89	Superintendent's Office	1/1/2022-6/30/2022
Page Tomblin	Core Learning	Early Learning Policy Consultant	1/3/2022	9	Learning & Accountability	1/3/2022 – 6/30/2022
Breanna Parks	REACH Ashland Youth Center	Visual Arts Program Associate	2/1/2022	19.53	Social & Emotional Learning	2/1/2022 – 6/30/2022

Jasmine Quiroga	REACH Ashland Youth Center	Visual Arts Program Associate	2/1/2022	58.66	Social & Emotional Learning	2/1/2022 – 6/30/2022
Quentin Torres	REACH Ashland Youth Center	Visual Arts Program Associate	2/1/2022	33.34	Social & Emotional Learning	2/1/2022 – 6/30/2022
Chris Granillo	REACH Ashland Youth Center	Visual Arts Program Associate	2/1/2022	5.93	Social & Emotional Learning	2/1/2022 – 6/30/2022
Gregory Duggan	REACH Ashland Youth Center	Digital Arts Program Associate	2/1/2022	39	Social & Emotional Learning	2/1/2022 – 6/30/2022
Kaya Fortune	REACH Ashland Youth Center	Community Arts Youth Program Associate	2/1/2022	5.33	Social & Emotional Learning	2/1/2022 – 6/30/2022
Jeffrey Scott Turner	REACH Ashland Youth Center	Music & Performing Arts Youth Teach Artist	2/1/2022	15.67	Social & Emotional Learning	2/1/2022 – 6/30/2022
Tracy Blincoe	Business Services	Professional Expert for OUSD	1/3/2022	13.3	Business Services	1/3/2022 – 6/30/2022
Marco Alberto	REACH Ashland Youth Center	Youth Healthy Communities Project Lead	2/1/2022	27.93	Social & Emotional Learning	2/1/2022 – 6/30/2022
Terris Ricks	REACH Ashland Youth Center	Youth Healthy Communities Project Lead	2/1/2022	29.13	Social & Emotional Learning	2/1/2022 – 6/30/2022
Sandhya Nath	REACH Ashland Youth Center	Student Worker	2/1/2022	10	Social & Emotional Learning	2/1/2022 – 6/30/2022
Vincent Garrett	REACH Ashland Youth Center	Student Worker	2/1/2022	15.87	Social & Emotional Learning	2/1/2022 – 6/30/2022
Vincente Villagomez	REACH Ashland Youth Center	Student Worker	2/1/2022	6.8	Social & Emotional Learning	2/1/2022 – 6/30/2022
Susana Gonzalez	REACH Ashland Youth Center	Student Worker	2/1/2022	2.67	Social & Emotional Learning	2/1/2022 – 6/30/2022

Jennifer Valladares Guerra	REACH Ashland Youth Center	Student Worker	2/1/2022	3.6	Social & Emotional Learning	2/1/2022 – 6/30/2022
Diana Lopez	REACH Ashland Youth Center	Recording Engineer & Teaching Artist	4/1/2022	9.3	Social & Emotional Learning	4/15/2022 – 6/30/2022
Diana Lopez	Social & Emotional Learning	HTE Facilitator	5/1/2022	9.3	Social & Emotional Learning	4/20/2022 – 6/30/2022
Charlie Davis	REACH Ashland Youth Center	Mural Arts Youth Program Associate	4/1/2022	0	Social & Emotional Learning	4/15/2022 – 6/30/2022
Vincent Garrett	REACH Ashland Youth Center	Recording Engineer & Teaching Artist	4/1/2022	0	Social & Emotional Learning	4/15/2022 – 6/30/2022
Jesse Villet	REACH Ashland Youth Center	Mural Arts Youth Program Associate	4/1/2022	0	Social & Emotional Learning	4/15/2022 – 6/30/2022
Kenyata Dibiasse	REACH Ashland Youth Center	Digital Arts Teaching Artist	4/1/2022	7.33	Social & Emotional Learning	4/15/2022 – 6/30/2022
Tiffany King	REACH Ashland Youth Center	Assistant Teaching Artist	4/1/2022	8.67	Social & Emotional Learning	4/15/2022 – 6/30/2022
Jasmine Quiroga	REACH Ashland Youth Center	Visual Arts Youth Program Associate	5/16/2022	58.66	Social & Emotional Learning	5/16/2022 – 6/30/2022
Quentin Torres	REACH Ashland Youth Center	Community Arts Youth Program Associate	5/16/2022	33.34	Social & Emotional Learning	5/16/2022 – 6/30/2022
Norman Chuck	REACH Ashland Youth Center	Community Arts Youth Program Associate	5/23/2022	0	Social & Emotional Learning	5/23/2022 – 6/30/2022
Page Tomblin	Core Learning	Early Learning Policy Consultant	5/27/2022	9	Core Learning	5/27/2022 – 6/30/2022

SECTION-A: WORKING OUT OF CLASS^{iv}

<u>Name</u>	<u>Out of Class Assignment</u>	<u>Department/ Site</u>	<u>Original Start Date (# days)</u>	<u>Current Ext. Date (# days)</u>
<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>	<i>None</i>

SECTION-B: SPECIAL ASSIGNMENT STIPEND^v

<u>Name</u>	<u>Special Assignment</u>	<u>Department/ Site</u>	<u>Effective Date (# days)</u>	<u>End Date (# days)</u>
Emma Landeros	Performing special assignment duties, based on Range 16, Step 5	Internal Business Services	3/2/2022	6/30/2022
Maria Pascual	Performing special assignment duties, based on Range 16, Step 5	Payroll, Leaves & Benefits	4/4/2022	6/30/2022
Dean Reconose	Performing special assignment duties, based on Range 14, Step 4	Human Resources	5/2/2022	6/30/2022

ⁱ4809.9 Limited Term Appointments

Appointment to a position not to exceed one day less than six (6) months, or in the case of an appointment as a substitute for an absent employee, shall not exceed the authorized absence of the employee. Time spent on limited term appointments shall not constitute part of the probationary period. Appointments shall be made from appropriate eligible lists whenever possible. Acceptance or refusal of an eligible to serve in a limited term position shall not affect eligibility to a regular appointment.

ⁱⁱ4809.7 Provisional Appointments

If no regular appointment is made and less than three (3) persons are available for appointment from the lists specified in 4809.4, with the approval of the personnel director, a provisional appointment may be made of a person meeting the employment standards for the class. If a provisional appointment is made, the personnel director shall immediately proceed to establish a list of persons qualified by testing and shall make certification from the resulting list to the Superintendent. The provisional appointment shall terminate within twenty (20) days after the eligible list is established.

ⁱⁱ4809.8 Limitation on Provisional Appointments

The Commission hereby declares it to be in the interests of the Office of Education service that provisional appointments shall be held to a minimum and that highest priority shall be given by the personnel director to establish eligible lists in classes in which such appointments have been made. It shall be the Commission's policy that provisional appointments be permitted to run no longer than ninety (90) days. Time spent on a provisional appointment shall not constitute a part of the probationary period.

ⁱⁱⁱ4809.13 Professional Expert Assignments

a. Professional experts may be employed in positions which do not require certification qualifications on a temporary basis for a specific project and shall be exempt from the classified service.

b. When a professional expert assignment is to be made, the administration shall submit to the personnel director a description of the project, its duration, and the duties to be performed. Professional expert assignments shall not be made to avoid payment of overtime to the assigned employee, nor shall a limited-term position be filled by a professional expert assignment if the duties and responsibilities fit an existing class for which a reemployment or eligibility list exists.

c. When the person is known who is to be appointed as a professional expert, his/her name and data relative to his/her qualifications shall be submitted to the personnel director. In order to be exempted from the classified service as a professional expert, an individual must be recognized as such by reputable members of his/her own profession. Authorization for service as a professional expert shall not exceed six months.

d. In addition to the exemptions authorized in Education Code Section 45256, there shall be exempt from the classified service positions established for the employment of community representatives in advisory or consulting capacities for not more than 90 working days in a fiscal year, provided that:

1. the authorized duties are approved by the Personnel Commission in advance of employment; and

2. A regular classified employee of the school district shall not receive a concurrent appointment to such a position.

No person whose contribution consists solely in performing individual personal services and whose employment does not come within the scope of the exceptions listed above shall be employed outside the classified service.

^{iv}4803.5 Working Out of Classification

- a) When an employee is required to work out of classification, the fact shall be reported to the Chief Human Resources Officer who shall immediately investigate and, where necessary, report the matter to the Commission. This rule shall not be construed as permitting an employee to refuse to perform duties legally assigned by competent authority.
- b) Classified employees shall not be required to perform duties which are not prescribed for the position by the Job Specification unless the duties are reasonably related to those prescribed for the position for any period of time which exceeds five (5) work days within a 15-calendar day period except as authorized herein.
- c) An employee may be required to perform duties inconsistent with those assigned to the position by the job description for a period of more than five working days provided that the employee's salary is adjusted upward for the entire period the employee is required to work out of classification.
- d) Out of class assignments shall not exceed 90 days. An extension may be granted upon approval of the Personnel Commission.

**Alameda County Office of Education
Personnel Commission
313 West Winton Avenue, Hayward, CA 94544-1136**

ELIGIBILITY LIST

CLASSIFICATION:	<u>Director II, District Advisory Services</u>		
DEPARTMENT:	<u>District Advisory Services</u>		
SALARY (MONTHLY, PRO-RATED):	<u>\$11,250.00 - \$12,916.67</u>	RANGE:	<u>19 (5 Steps)</u> MGMT
OPENING DATE:	<u>03/11/2022</u>	LIST ESTABLISHED:	<u>05/18/2022</u>
CLOSING DEADLINE:	<u>03/31/2022</u>	LIST EXPIRES:	<u>11/18/2022</u>

EXAMINATIONS:

<u>Application & Resume Appraisal</u>	<u>PASS/FAIL</u>
<u>Supplemental questionnaire</u>	<u>PASS/FAIL</u>
<u>Technical Oral Interview</u>	<u>100%</u>

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>	<u>Score</u>
<u>1</u>		<u>94%</u>
<u>2</u>		<u>77%</u>

COMMENTS:	Applications Received:	4
	Passed Paper Screening:	3
	Failed Paper Screening:	1
	Passed Sup Questionnaire:	3
	Failed Sup Questionnaire :	0
	Attended Orals:	3
	No Show Orals:	NA
	Total on Eligibility List:	2

**Alameda County Office of Education
Personnel Commission
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ELIGIBILITY LIST

CLASSIFICATION:	<u>Paraeducator, CS</u>	
DEPARTMENT:	<u>Student Programs & Services</u>	
SALARY (MONTHLY, PRO-RATED):	<u>\$3,728.78 - \$4,531.00</u>	RANGE: <u>12 (5 Steps)</u> CSEA
OPENING DATE:	<u>3/8/2022</u>	LIST ESTABLISHED: <u>5/20/2022</u>
CLOSING DEADLINE:	<u>4/19/2022</u>	LIST EXPIRES: <u>11/20/2022</u>

EXAMINATIONS:

Application & Resume Appraisal	PASS/FAIL
Written Exam	50%
Technical Oral Interview	50%

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>	<u>Score</u>
1		78

COMMENTS:	Applications Received:	5
	Passed Paper Screening:	5
	Failed Paper Screening:	0
	Attended Written Exam:	2
	Passed Written Exam:	2
	Below Written Pass Point:	0
	No Show Written:	1
	Attended Orals:	1
	No Show Orals:	0
	Total on Eligibility List:	1

Italicized names indicate current ACOE employee(s)
History:

**Alameda County Office of Education
Personnel Commission
313 West Winton Avenue, Hayward, CA 94544-1136**

ELIGIBILITY LIST

CLASSIFICATION:	<u>Director II, Payroll Leaves & Benefits</u>	
DEPARTMENT:	<u>Finance & Operations</u>	
SALARY (MONTHLY, PRO-RATED):	<u>\$11,250.00 – \$12,916.67</u>	RANGE: <u>19 (5 Steps)</u> MGMT
OPENING DATE:	<u>03/24/2022</u>	LIST ESTABLISHED: <u>05/26/2022</u>
CLOSING DEADLINE:	<u>04/24/2022</u>	LIST EXPIRES: <u>11/26/2022</u>

EXAMINATIONS:

<u>Application & Resume Appraisal</u>	<u>PASS/FAIL</u>
<u>Technical Oral Interview</u>	<u>100%</u>

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>	<u>Score</u>
<u>1</u>		<u>97%</u>
<u>2</u>		<u>96%</u>

COMMENTS:	Applications Received:	13
	Passed Paper Screening:	3
	Failed Paper Screening:	10
	Attended Written Exam:	NA
	Passed Written Exam:	NA
	Below Written Pass Point:	NA
	No Show Written:	NA
	Attended Orals:	2
	No Show Orals:	1
	Total on Eligibility List:	2

**Alameda County Office of Education
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ELIGIBILITY LIST

CLASSIFICATION:	<u>Administrative Assistant (Substitute) UPDATED</u>		
DEPARTMENT:	<u>Open</u>		
SALARY (HOURLY, PRO-RATED):	<u>\$31.48</u>	RANGE:	<u>17 (1 Steps)</u> CSEA 2/4/2022 &
OPENING DATE:	<u>12/13/2021</u>	LIST ESTABLISHED:	<u>6/2/2022</u> 8/4/2022 &
CLOSING DEADLINE:	<u>5/11/2022</u>	LIST EXPIRES:	<u>12/2/2022</u>

EXAMINATIONS:

<u>Application & Resume Appraisal</u>	<u>PASS/FAIL</u>
<u>Written Exam</u>	<u>100%</u>

CERTIFICATION IN ORDER OF RANKING

<u>Rank</u>	<u>Name</u>	<u>Score</u>	
1		95%	Expires: 12/2
2		89%	Hired
3		87%	
3		87%	
4		84%	
5		79%	Hired

COMMENTS:

Applications Received:	9
Passed Paper Screening:	8
Failed Paper Screening:	1
Attended Written Exam:	6
Passed Written Exam:	5
Below Written Pass Point:	1
No Show Written:	2
Attended Orals:	na
No Show Orals:	na
Total on Eligibility List:	5