



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Program Specialist, District LCAP Services

**Class Code: 1465
Work Days: 225**

GENERAL PURPOSE

Develop, implement, and manage the activities and operations of programs related to district Local Control and Accountability Plan (LCAP) planning, development, review, and approval; coordinate the review and analysis of district LCAPs in conjunction with school district budgets; coordinate assigned activities with other units, divisions, outside agencies, and the general public; and provide assistance to higher level management staff.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Develop, manage, and implement the activities and operations of assigned programs.
 3. Coordinate day-to-day activities related to District LCAP Services; review processes and procedures; recommend strategies to efficiently meet established goals.
 4. Assist in coordinating training, services, and communication related to development of district LCAPs.
 5. Assist in coordinating LCAP review and approval process, including organizing meetings, scheduling reviews, coordinating related budget compliance activities, and working in collaboration with other divisions to deliver cross-functional services and support to districts.
 6. Facilitate, lead, and actively participate in committees and/or workgroups, whether at a local, county, or state level related to LCAP processes, policy, management strategies, and responses to requests for information.
 7. Assist in the development of processes and procedures for assessing district needs and responding to district requests for technical assistance related to LCAP.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

8. Implement strategies to apply appropriate resources and meet the needs of districts.
9. Collaborate with other divisions and units to develop policies and procedures to facilitate Department response to requirements under Education Code and associated regulations relating to LCAP.
10. Develop and maintain effective working relationships with other divisions, local educational agencies, county offices of education, statewide organizations, and state agencies involved in LCAP statutes and regulations.
11. Monitor developments in legislation and regulation related to Local Control Funding Formula (LCFF), Local Control and Accountability Plan (LCAP), and related areas.
12. Prepare status reports for distribution to a variety of audiences.
13. Demonstrate attendance sufficient to complete the duties of the position as required.
14. Perform related duties similar to the above in scope and function as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Principles and practices of school finance and administration.
2. Modern and complex principles and practices of program development.
3. Basic principles of accounting and finance.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Pertinent federal, state, and local laws, codes, regulations, and standards/principles.

Ability and Skill to:

1. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
2. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
3. Analyze laws and regulations, assess impact, and communicate requirements.
4. Project the impact of pending legislation and regulations on district operations and LCAP services provided by the Department.
5. Establish and maintain effective working relationships with various constituencies.

Ability and Skill to:

6. Interpret and explain policies and procedures.
7. Develop and present professional development activities/trainings.
8. Prepare clear and concise correspondence, reports, and other written materials.
9. Analyze problems, identify alternative solutions, project consequences of proposed actions, and communicate clearly and concisely, both orally and in writing, in English.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in liberal studies, public administration, or related field, and three years of experience in education, public administration or a related field.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

1/12, 7/16, 9/17