

MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 15081

ANALYST II - ATTENDANCE

OVERALL RESPONSIBILITY

Under general supervision, responsible for performing complex attendance functions of above average difficulty, associated with the processing and preparation of attendance reports for the District, the County and the State.

SPECIFIC RESPONSIBILITIES

1. Assist with setting and coordinating timelines for gathering attendance related reports from school sites and verifying the accuracy of each. *E*
2. Assist with designing and developing statistical reporting procedures and methods; assist with compiling and verifying required reports for submission to County, State, and Federal reporting agencies. *E*
3. Assist in the preparation for the annual external audit of student attendance. *E*
4. Serve as a resource to site and program staff and visit sites as requested or directed. *E*
5. Assist with training school attendance personnel in attendance procedures, policies and guidelines; advise school attendance personnel of requirements and changes to procedures and forms. *E*
6. Audit school site attendance practices and procedures and make recommendations for improvement and changes. *E*
7. Compile individual school site and program attendance data in order to prepare cumulative attendance and enrollment reports as required by the District, the County and State. *E*
8. Reconcile attendance records and/or reports for assigned programs and agencies. Ensure that all necessary corrections are made. *E*
9. Collect data and assist in the preparation of complex enrollment and attendance reports. *E*
10. Assist in conducting reviews of business division and/or program procedures. *E*
11. Assist Information System personnel in planning and implementing training sessions regarding the student attendance accounting system and inherent procedures and policies. *E*
12. Assist Information System personnel in identifying and designing changes to the District's student attendance reporting system. *E*
13. Prepare monthly attendance, enrollment and specialized reports for Cabinet, District and Site Administrators as requested. *E*
14. Prepare or assist in providing information to Cabinet, District and Site Administrators with maintaining staffing requirements as prescribed by laws and program requirements. *E*
15. Audit Short Term Independent Study contracts. *E*
16. Audit Independent Study programs to ensure attendance accuracy and ensure all corrections are accurately reflected. *E*
17. Assist in confirming annual instructional minutes. *E*
18. Utilize technology to input, create, maintain or update records, reports, or other related information.

ANALYST II - ATTENDANCE (continued)

19. Effectively communicate and maintain cooperative relationships with those contacted during the course of work.
20. Perform other related duties as assigned.

SALARY

Classified Unit Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of California Education Code and other state laws regarding student enrollment and attendance.
- Knowledge and ability to analyze statistical data and prepare complex reports
- Knowledge and ability to apply problem solving processes and techniques
- Ability to activate a personal computer and load software.
- Knowledge of general educational accounting principles and procedures.
- Knowledge of and ability to use e-mail and calendaring programs.
- Knowledge of and ability to use word processing, database and spreadsheet programs to develop and produce correspondence, reports, publications, presentations and projects.
- Ability to create and initiate a mail merge using a word processing program.
- Ability to access the Internet using a search tool or Web address to locate information, bookmark and print electronic information.
- Knowledge of letter and report writing techniques.
- Knowledge of modern office methods and practices.
- Ability to perform the duties of site attendance personnel.
- Ability to perform a variety of highly responsible tasks with speed and accuracy.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to develop and maintain spreadsheets using district-supported computer software.
- Ability to perform a variety of difficult clerical and financial record keeping work exercising judgment and knowledge of the subject matter.
- Ability to operate modern office equipment (e.g. ten-key calculator, duplicating machine, fax machine, etc.)
- Ability to express initiative, adaptability and confidentiality.
- Ability to train clerical personnel.
- Ability to analyze situations and take an effective course of action.
- Ability to use correct English grammar, syntax, spelling and punctuation.
- Ability to compose correspondence, memoranda, bulletins and reports independently using correct English grammar, syntax, spelling and punctuation.
- Ability to understand and carry out oral and written instructions given in English.
- Ability to independently assemble, interpret and organize information and financial and statistical data for reports, manuals and schedules.
- Ability to screen a volume of communication and discriminate between routing and priority matters.
- Ability to work cooperatively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.

Desirable Qualifications:

- Knowledge of and ability to use graphics and desktop publishing programs to develop and produce correspondence, reports, publications, presentations and projects.
- Knowledge of school operation, policies, regulations and procedures.

ANALYST II - ATTENDANCE (continued)

Experience

Minimum Requirement:

Three (3) years experience performing complex financial and/or student attendance accounting work tasks.

Education

Minimum Requirement:

Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

Desirable Qualification:

Two (2) years college course work or training in business, including computer data entry.

QUALIFICATIONS (continued)

Physical Characteristics

With or without the use of aids:

Sufficient vision to read small print.

Sufficient depth perception to file documents.

Sufficient hearing to hear normal and telephone conversations.

Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone.

Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

Sufficient physical ability to sit or stand for prolonged periods of time.

Sufficient ability to reach horizontally and vertically with arms.

REPORTS TO

Senior Director, Business Services or designee

Cabinet Approved: 11/7/22

Unit Approved: 2/16/23

Board Approved: Pending Approval