

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

01/18	BUSINESS AND POLICY ANALYST	
Effective Date	Job Title	Index

### **PURPOSE**

Under general supervision and within the District's Quality Assurance Model (QAM), support, analyze and/or manage routine, unique and special projects and programs. Manage the District's policy and policy governance structure to ensure an up-to-date set of policies and other applicable documents in accordance with Federal, state and local requirements. Analyze, develop, recommend and implement organizational processes, systems and structures to improve District outcomes.

### **ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:**

Monitor and report efficacy of designated initiatives, programs, policies, procedures and work instructions.

Prepare, analyze and verify operational, financial, budgetary, and statistical data and reports.

Provide and present information to a variety of district and community stakeholders.

Initiate, develop and maintain a policy management system so that current policies and related documents are up-to-date and the District is in full compliance with new direction from federal, state and local jurisdictions.

Support, participate in and/or lead the evaluation, implementation or development of policies, programs, plans, processes, systems and procedures to achieve district goals for assigned programs' operations and administration.

Analyze, monitor, implement and/or develop short and long-term projects, programs, goals and objectives.

Participate in, conduct and/or lead special projects and programs; develop programmatic research designs, analysis and statistical studies; assist in compiling information, draft or lead the writing of statistical and/or narrative reports relative to the overall QAM.

Lead the ISO 9001:2015 certification process and QAM programs; conduct internal assessments of initiatives, programs and projects, including work flow, systems, structures and corrective actions; coordinate with administrators, leaders, and staff to assess work processes and outcomes; recommend changes to maximize efficiencies.

Participate in, coordinate or lead the management of assigned activities through daily informal and formal contacts, planning and analysis and follow-up on initiatives, programs, projects operational issues, policies, procedures and work instructions.

Identify opportunities for improvements, expansion and/or redirection of initiatives, programs, projects, operational processes and procedures, as assigned; monitor,

document, and/or lead compliance with newly created policies and procedures, including corrective action plans.

Analyze, develop, prepare and review reports of findings, alternatives and recommendations involving a broad range of program, project and business operations and management issues.

Assess the impact of public education, local, state and federal legislation as it relates to assigned programs, projects and operations.

Participate in, conduct, and/or lead the analysis of impending legislation.

Maintain regular and consistent attendance and punctuality.

Perform related duties consistent with job description and assignment.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Program and project coordination and management techniques.

Workflow methods, process-mapping techniques, process and program improvement practices.

Basic-to-advanced principles, practices, tools and techniques for compiling statistics, data collection and analysis methods and software.

Basic-to-advanced budgeting, purchasing and financial accounting requirements for public agencies.

Local, state and federal laws applicable to assigned functions.

School district rules, regulations, policies, procedures, organization and organizational relationships.

Basic-to-advanced research methods and report writing techniques.

Elements of and techniques for developing and presenting effective public presentations.

Multicultural, multi-ethnic communities within the local community.

Record-keeping techniques.

Operations and applications of a variety of office machines, technologies and software.

Techniques and principles of high-quality customer service.

#### **Ability to:**

Advocate, model, learn and implement Salem-Keizer Public School's Equity Lens and the School Board's Policy Governance Structure.

Interpret, apply and explain laws, rules, regulations, policies and procedures applicable to assigned functional areas.

Follow, implement and/or develop program policies, procedures, timelines, deadlines, goals and performance metrics.

Analyze processes and problems, identify opportunities for improvement and follow through on changes.

Conduct or develop a variety of program and project workflow and process analyses, develop and implement effective streamlining methodologies.

Work collaboratively or lead a variety of departmental and cross-functional teams.

Use logic when reviewing, analyzing and developing program, project and business processes.

Develop, generate and analyze basic-to-advanced statistics, graphical information, and numeric data for inclusion in projects, programs, reports and presentations.

Present simple-to-complex data in a variety of technical and narrative written and oral reports for a variety of technical and non-technical audiences and represent the district in a variety of public settings.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Work on multiple projects simultaneously.

Learn and implement public agency budgeting, purchasing and financial accounting systems.

Deliver a high-level of customer service to district stakeholders.

Analyze, prepare and monitor assigned budgets.

Formulate and express ideas and concepts in a clear and concise manner, verbally and in writing, with special awareness and sensitivity to the needs of a richly diverse population.

Operate a variety of office machines, technologies and software.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work, including the use of interpersonal skills using tact, patience and courtesy.

**Experience and Training:**

Any combination of experience and training that would likely provide the required knowledge and abilities is appropriate. A representative way to obtain the knowledge and abilities would be:

Bachelor's degree in Education, Business Administration, Finance, Public Administration, Organizational Development, Statistics, or a related field and five (5) years of professional experience in a professional role leading small-to-medium scale programs and projects, developing and conducting financial analyses, business operations and organizational studies, administering special programs or projects, conducting data analyses, developing policies, program standards and performance metrics, including preparing written recommendations, formal reports and oral presentations or similar activities is preferred.

Leading committees, teams and partnerships and experience working in a richly diverse community and K-12 public education is highly desirable.

Any other combination of education, training and experience that demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

**Work Environment:**

Climate controlled office setting with exposure to minimal noise intensity levels.

**Physical Requirements:**

Frequent reaching, handling, fingering, talking and hearing. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity. Vision to read printed materials, computer screens and/or other monitoring devices.

Strength: Sedentary/Light – Exert force to 15 pounds occasionally or a negligible amount of force frequently to lift, carry, push, pull or move objects.

Salem-Keizer School District is an equal opportunity employer.

Position: BUSINESS AND POLICY ANALYST

I am willing and able to perform the duties of this job:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_