

PERSONNEL COMMISSION
Manhattan Beach Unified School District
325 S. Peck Avenue
Manhattan Beach, CA 90266

Notice of Public Meeting
October 1, 2014
8:30 a.m.
1st floor conference room
District Office

SPECIAL MEETING AGENDA

I. CALL TO ORDER

1. Approval of Minutes—September 9, 2014

II. WRITTEN AND ORAL COMMUNICATION

- A. Commissioners**
- B. Administration**
- C. Employees**
- D. Citizens**

III. ACTION ITEMS

- A. Approval of Eligibility Lists:**
 1. EDP/Preschool Teacher
 2. Instructional Assistant- IBI
- B. Approval of New Job Description:**
 1. Director of Fiscal Services

IV. MEETING SCHEDULE

1. Regularly scheduled meeting Tuesday, October 7, 2014, 8:30am at District Office, first floor conference room.

V. ADJOURNMENT

REASONABLE ACCOMMODATION FOR ANY INDIVIDUAL WITH A DISABILITY

Any individual with a disability who requires accommodation to participate in a Personnel Commission meeting may request assistance by contacting, Carolyn Seaton, Executive Director of Human Resources, 325 S. Peck Ave. Manhattan Beach, CA 90266, Phone (310) 318-7345, Ext. 5915 OR Fax (310) 303-3824

Manhattan Beach Unified School District
PERSONNEL COMMISSION MINUTES

September 9, 2014

The meeting was called to order at 8:30 a.m.

Attendees:

<u>Commissioners:</u>	Cynthia Strand and Charles Southey
<u>Absent:</u>	Vida Holguin
<u>District Staff:</u>	Carolyn Seaton, Executive Director, Human Resources, Monica Ford, HR Technician and Anna Frankel, HR Technician
<u>CSEA Representatives:</u>	None
<u>Employees:</u>	None

I. APPROVAL OF MINUTES-September 2, 2014

- A. Mr. Southey motioned to approved, seconded by Ms. Strand and unanimously approved by the Commissioners.

II. WRITTEN AND ORAL COMMUNICATION

- B. Commissioners: None
C. Administration:
D. Employees:
E. Citizens: None

III. ACTION ITEMS

- A. Approval of Eligibility List: Instructional Assistant- Physical Education
1. Mr. Southey motioned to approve, seconded by Ms. Strand and unanimously approved by the Commissioners.

IV. MEETING SCHEDULE

1. Next regular meeting is October 7, 2014, 8:30am at District Office 1st floor conference room.

V. ADJOURNMENT-The meeting was adjourned at 8:33a.m.

**Manhattan Beach Unified School District
Personnel Commission**

**Eligibility List
EDP/PRESCHOOL TEACHER**

Testing dates 6/25/14, 7/14/14, 7/27/14

No.	First	Last	Oral	Oral @ 90%	App	App @ 10%	Prom/Vet	Overall	Status
PROMOTIONAL									
OPEN									
1	Leanore	Heagy							
2	Reham	Sadek							
3	Sharona	Peller							
4	Donna	Horowitz							

Scoring:

Oral: 90%
App: 10%

Type of Exam:

(X) Open
() Open & Promotional
() Promotional

Date of Certification:

Expiration Date:

IA SPECIAL EDUCATION - INTENSIVE BEHAVIORAL INSTRUCTION
Written Exams 9/16/14 Oral Exams 9/23/14

No.	First	Last	Written	Written @ 30%	Oral	Oral @ 60%	App	App @ 10%	Prom/Vet	Overall
OPEN										
1	Shannon	Whitelaw								
2	Jesse	Pacheco								
3	Stacey	Lombardo								

Scoring:

Writer 30%

Oral: 60%

App: 10%

Type of Exam:

() Open

(X) Open and Promotional

() Promotional



DIRECTOR OF FISCAL SERVICES

Department/Division	Administrative Services
Reports To:	Assistant Superintendent, Administrative Services
Provides Direction To:	Business/Fiscal Services Staff
FLSA Exemption Status:	Classified Management
Date Prepared:	September 23, 2014
Date Adopted by Board:	
Salary Range:	Classified Management Salary Schedule

DEFINITION

Under the direction of the Assistant Superintendent, Administrative Services, the Director of Fiscal Services is responsible for the preparation of budget estimates and revisions for all District programs/projects; supervises all District accounting functions and activities including Student Body accounting; oversees preparation of all required reports; assists in analyzing and administering other business functions, including but not limited to transportation, maintenance, purchasing, nutrition services, technology, and risk management; coordinates the flow of financial information to District administrators; supervises and evaluates the performance of assigned personnel; and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Director of Fiscal Services acts for the Assistant Superintendent, Administrative Services, in his/her absence. The Director of Fiscal Services coordinates and directs communications, personnel and fiscal record-keeping and reporting functions to meet District accounting needs and to ensure smooth and efficient fiscal activities. The Director of Fiscal Services conducts internal audits of all school district funds and accounts and establishes systems of internal control to safeguard the District's assets.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the class.

- Plans, organizes, and directs the fiscal operation and activities including the preparation, development, monitoring, and adjustment of District budget, funds and accounts.
- Establishes and maintains fiscal time line and priorities.
- Serves as a resource in the collective bargaining process; analyzes financial impacts of negotiation proposals; assists in projecting and determining the fiscal impact of negotiated settlements on the District's multi-year financial outlook.
- Ensures financial activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

- Participates in the development, preparation, review and analysis of the District budget and various departmental site, categorical and program budgets to assure proper allocations, fund disbursement, fiscal solvency and compliance with legal requirements.
- Evaluates and projects annual income, expenditures and balances to determine budget requirements.
- Collects information and prepares reports responding to requests for information in the area of fiscal services.
- Supervises and evaluates the performance of assigned personnel; interview and select employees.
- Prepares and maintains various financial and statistical records, reports and statements related to budgets, projections, interims, actuals, end-of year and assigned activities.
- Provides training, technical assistance and expertise to District administrators and personnel concerning fiscal and budgetary operations and activities.
- Plans, organizes, and directs District accounts payable, accounts receivable and payroll functions; directs and ensures accuracy of related transactions.
- Plans, organizes, and directs the calculation, posting, auditing and adjustment of journal entries; monitors, evaluates, balances and reconciles categorical and various other accounts, funds and budgets.
- Initiates budget and fund transfers and adjustments as appropriate; audits accounts for errors and makes appropriate corrections; directs and participates in end-of-year closing activities.
- Provides technical information and assistance to the Assistant Superintendent, Administrative Services, concerning department operations, and District accounting and budgetary functions, needs and issues.
- Assists in the formulation and development of fiscal policies, procedures and programs.
- Monitors and evaluates the operations of various District departments to ensure smooth and efficient fiscal and budgetary functions and activities.
- Provides oversight and guidance to the Associated Student Body (ASB) staff to ensure financial reporting and adherence to policies and procedures; performs internal audits of ASB and revolving cash funds.
- Prepares AB1200 disclosure documentation for county review prior to Board actions.
- Prepares, monitors, and directs specialized accounting activities to ensure accurate Average Daily Attendance (ADA) reporting for the District.
- Compiles and analyzes enrollment information to identify trends and include in budget projections.
- Manages and monitors the fiscal aspects of food services.
- Maintains current knowledge of laws, codes rules, regulations and pending legislature related to accounting and budgetary functions.
- Keeps staff and administrators current concerning department, program and categorical requirements and implications of potential changes in policies and procedures.
- Operates a variety of office equipment including a computer, an iPad, and assigned software.
- Attends and conducts various meetings as assigned; prepares and delivers oral presentations concerning District budgets and accounting operations.
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Planning, organization and direction of District-wide accounting operations and activities including the preparation, development, monitoring, review, processing, analysis, maintenance and adjustment of District budgets, funds and accounts.
- Accounting, auditing, budget and business functions of an educational organization.

- Advanced theory and application of budgetary planning and control in a school system.
- State and federal standards and requirements concerning the record-keeping and reporting of educational budgets, funds and accounts.
- Preparation, analysis, review and control of District accounts and budgets.
- Fiscal organization, operations, policies and objectives of the District.
- Applicable laws, codes, regulations policies and procedures.
- Financial and statistical record-keeping techniques.
- Financial analysis and projection techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Principles and practices of administration, supervision and training.
- Operation of a variety of office equipment including a computer, an iPad, and assigned software.
- Oral and written communication skills in English; writing skills to develop professional correspondence; effective oral communication to conduct meetings
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques

Ability to:

- Perform all essential duties of the position
- Plan, organize, control and direct District-wide accounting operations and activities including the preparation, development, monitoring, reviewing, processing, analysis, maintenance and adjustment of District budgets, funds and accounts.
- Work with a variety of computer platforms and District and county systems.
- Coordinate and direct personnel, communications, and fiscal record-keeping and reporting functions to meet District accounting needs and ensures smooth and efficient fiscal activities.
- Supervise and evaluate the performance of assigned personnel.
- Direct activities to ensure proper and timely resolution of fiscal issues, errors and discrepancies.
- Provide technical training, assistance and expertise concerning accounting and budget functions.
- Direct and participate in the development, preparation, review and analysis of the District, department and program budgets to ensure proper allocations, fund disbursement and fiscal solvency.
- Evaluate financial and budgetary data and prepare reports, forecasts and recommendations.
- Interpret, apply and explain laws, codes, regulations, policies and procedures.
- Communicate and deal openly and effectively with employees, staff and the public, achieving results through positive human relationships.
- Operate a computer, iPad, and other office equipment.
- Interpersonal skills using tact, patience and courtesy, including human relations skills, conflict resolution strategies and procedures, and team building methods and techniques.
- Travel to various District locations, school sites, and county and city meetings; attend conferences and workshops.

Education/Training/Experience:

Bachelor's or Master's degree in accounting, business administration or related area from an accredited institution is required. At least five years of responsible experience in public accounting, budgeting, and/or auditing, including two years at a supervisory or management level in a governmental or school district setting preferred.

Licenses/Certificates/Special Requirements

Valid California driver's license

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees 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, the employee is regularly required to sit for extended periods of time; talk or hear, in person and by telephone; use hands and fingers to touch, handle, feel or operate standard office equipment including technology, computer and iPad; and reach with hands and arms. The employee must be able to operate a motor vehicle and drive from place to place. The employee may be frequently required to stand and walk, bend and stoop, and to grasp, lift and move records and documents typically weighing less than 20 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee must have hand-eye coordination.

Mental Demands

While performing the duties of this position, the employee may be regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; use advanced math and mathematical reasoning; perform highly detailed work; work on multiple and concurrent tasks; work with frequent interruptions; work under intensive deadlines; demonstrate judgment and professionalism when interacting with District and program personnel, school administrators, managers, staff, vendors, the public, and others encountered in the course of work; establish and maintain cooperative relationships throughout the work environment. The employee must be able to work independently. The employee occasionally may deal with dissatisfied or quarrelsome individuals.

WORK ENVIRONMENT

The employee will work under typical office conditions with a usually quiet or moderately quiet noise level. The employee frequently drives to District sites, training facilities, community meetings and other locations as needed. The employee is subject to constant interruptions.