



Job Description

POSITION TITLE: Policy Analyst #4078
(TEMPORARY CLASSIFIED)

SALARY PLACEMENT: Short Term Hourly Salary Schedule
Range 3, Step E

SUMMARY OF POSITION:

Under the direction of management personnel, performs a wide variety of complex and responsible duties, has extensive dealings with program managers. Performs related work as required.

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess a minimum of an Associate's Degree, or equivalent experience working in a school district or county office of education may be substituted for degree requirement.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Experience working in a school district or county office of education. Five years of experience of increasing clerical support in an educational environment. Knowledge of California Education Code.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- California Education Code, Government Code, and Election Code
- assigned software

Ability to:

- carry out oral and written directions
- make decisions independently
- communicate effectively, establish, and maintain working relationships
- prepare correspondence independently
- be flexible and receptive to change

Possess:

- advanced computer skills (including spreadsheets, word processing, and databases)
- experience in business procedures and applications
- a valid California driver's license and proof of liability insurance coverage in the minimum amount required by SJCOE policy, insurable by the SJCOE carrier. Must furnish own transportation as required to fulfill job duties

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Maintain confidentiality on all job-related matters.
2. Establish and maintain a variety of recordkeeping/tracking systems and prepare related reports and presentations.
3. Communicate effectively both orally and in writing.
4. Process state and federal reports for San Joaquin County Office of Education.
5. Operate and monitor computer systems and related equipment.
6. Assist in creating and/or updating superintendent policies, administrative regulations, and board bylaws.

7. Understand, interpret, and apply established rules, procedures, policies, and operations of program systems.
8. Receive, review, and verify documents, records, and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures. Process documents in compliance with established policies and procedures.
9. Respond to administrative, program, state, and federal, and other related inquiries on behalf of administration.
10. Knowledge of correct English usage, spelling, grammar, and punctuation.
11. Performs all other duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district office staff, and the public.

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