

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Legislative Mandates Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Administrative and Legislative Services	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	055 Supervisors'
REVISED:	September 6, 2002		

BASIC FUNCTION:

Review and analyze chapter legislation for school related mandate, prepare test claims for reimbursement of district incurred cost for which no funding has been provided and present claim to the Commission on State Mandate in public hearing; supervise the work of Legislative Financial Accountant.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Review proposed legislation and conduct research of legal issues related to proposed or existing Mandated Cost Legislation for school programs; contact appropriate district staff to discuss impact of the bill. **E**

Determine the cost of implementing the new program; develop the district's financial position on how the legislation will affect the income of the district. **E**

Serve as a member of the Education Mandated Cost Network Executive Committee; obtain support of the network and prepare test claims for reimbursement of mandated costs. **E**

Present test claim to the Commission on State Mandate in public hearing. **E**

Supervise Legislative Financial Accountant in the preparation of annual reimbursement claims for government mandates and in the maintenance of a variety of financial statements, claim files, and other statistical records. **E**

Prepare revenue estimates of mandated costs and analyses of the district revenue receipts. **E**

Drafts statewide cost estimate questionnaires for use by the Commission on State Mandates. **E**

Present appeals and requests for amendments to the Commission on State Mandates or the State Controller's office. **E**

Testify before state legislative committees as required. **E**

Draft guidelines and parameters describing scope of reimbursable activities. **E**

Meet with representatives of various state agencies to request changes to state agency policies and procedures, and resolve payment disputes. **E**

Act as a district resource to auditors from the State Controller Office and staff from the State Department of Finance. **E**

Provide assistance to other district in submitting and appealing claims. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in finance, accounting, business, or public administration or other appropriate field; additional coursework in governmental relations or law is desirable but not required; four years of full-time, progressively responsible fiscal experience, including research of legal issues pertaining to the educational system, preferably in a public agency or large corporate organization.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State legislative mandates and processes.

Public relations techniques and practices.

Technical aspects of field of specialty.

Oral and written communication skills.

ABILITY TO:

Conduct complex research and compile data regarding legal issues.

Apply advanced financial analysis, accounting principles, and systems and procedures.

Operate standard office equipment including microcomputers and related software applications.

Accurately prepare complex financial statements and statistical documents.

Perceive organizational implications of recommendations and conclusion.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Exercise sound judgment in preparing analyses.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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