



CHIEF FINANCIAL OFFICER

Class Code:
201

Bargaining Unit: Management Exempt

LOS ANGELES COUNTY OFFICE OF EDUCATION

SALARY RANGE

\$13,602.00 - \$16,850.00 Monthly
\$163,224.00 - \$202,200.00 Annually

DEFINITION:

Provides executive leadership to the Business Services Area of the County Office including the internal business, financial, and facilities operations of the Office and the related mandated and elective services provided to the Los Angeles County school districts and community college districts.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from other executive classes in that it is the highest level business position in the County Office reporting directly to the Superintendent and interfacing directly with the Board of Education on County Office business and fiscal affairs.

SUPERVISION RECEIVED AND EXERCISED:

General administrative direction is provided by the Superintendent. Responsibilities include direct and indirect supervision of division directors, subordinate managerial, professional, technical, and clerical personnel.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to the following:

- Develop business services policies and establish broad long-range goals and strategies for providing business and financial services
- Track, manage, and maintain accountability of critical business functions such as accounting and budget, controller, facilities management and construction, contracts, procurement, payroll and retirement processing, grant funding administration, and other business and administrative services
- Provide administrative direction to assigned organizational units responsible for school financial services, regionalized business services, revenue determination, and district budget monitoring
- Provide direction and oversight for studies and reports of fiscal responsibility, business process integrity, and solvency of charter schools and delegate agencies
- Represent the County Office in local and state-wide initiatives to identify and develop business management programs and practices, and lead related changes within the Los Angeles County Office and the county districts
- Participate in the development, evaluation, and interpretation of legislation affecting school finance and business management

- Interface with the State Department of Education, State Department of Finance to influence and respond to emerging fiscal issues and trends
- Oversee school district reorganizations, elections, boundary changes, and emergency preparedness
- Participate in Board and Executive Cabinet meetings to advise, interpret, and report on matters relative to assigned areas of responsibility
- Perform related duties as assigned

JOB REQUIREMENTS:

Knowledge of: Statutory provisions and intent of the California Education Code, Government Code, Administrative Code, and other federal, state, and local regulations pertaining to the fiscal, business, and administrative functions of school districts, community colleges, and county offices of education; California legislative and judicial process; the structure and processes of the state-wide public education system including pre-school, K-12, and community college districts; principles of finance and accounting; principles of organization design and structure, supervision, budgeting, personnel administration and management.

Ability to: Think and plan strategically and systemically; maintain operational control through delegation, metrics, and performance management, create shared vision and build consensus; lead and manage organizational change; leverage technology systems and services for organizational effectiveness, build relationships and manage conflict; influence others tactfully and negotiate diplomatically; review facts and data critically; write and speak persuasively; focus on the needs of the organizational customer; conduct business ethically and with integrity; model communication and interaction that respect and include all individuals and their languages, abilities, religions and cultures.

MINIMUM QUALIFICATIONS:

The following are the minimum requirements:

Experience: Seven years of management experience in school administration, business, or finance, including either two years at the highest level of a business or fiscal function in a California school district, community college district, county office, state department of education, or related public institution or three years in a non-California school district, community college district, county office, state department of education, or related public institution.

Education: A bachelor's degree with advanced coursework in management, business administration, public administration, education administration, accounting, finance, or other fields closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

Equivalency Provision: A master's degree in a school management, business, administration, or closely related field may substitute for one year of required general management experience in school administration, business, or finance. A doctorate in a school management, business, administration, or closely related field may substitute for two years of required general management experience in school administration, business, or finance.

Special Information: The Chief Financial Officer is a senior management position exempt from certain provisions of the Merit System (Education Code 45100.5).

CLASSIFICATION APPROVED:

CLASSIFICATION APPROVED BY THE PERSONNEL COMMISSION ON:

June 19, 1979

Revised: December 6, 1985

Revised May 8, 1991

Revised: July 21, 2011

Revised: January 19, 2012

Revised: June 20, 2013

Proposed Revision: July 20, 2017