

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

| | | | |
|------------------------|--|------------------------|---------------------------------|
| TITLE: | Chief Financial Officer | REPORTS TO: | Superintendent or Designee |
| DEPARTMENT: | Business & Financial Services Division | CLASSIFICATION: | Management |
| FLSA: | Exempt | WORK YEAR: | Varies |
| BOARD APPROVAL: | November 18, 2020 | SALARY: | E-33/Management Salary Schedule |

BASIC FUNCTION:

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students through the effective management of assigned areas; plan, organize, control and direct the functions of financial services and risk management/benefits; work directly with the Superintendent or designee to develop or lead specific programs or activities to expand practices proven to raise student achievement; provide internal financial consulting services in support of District programs; work with Executive leaders to develop and integrate comprehensive and effective educational services to provide students access to high quality learning options and a variety of activities in support of preparing career ready graduates at all grade level; supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness in support of professional learning.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below (E). 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.)

Accountable for improving student achievement for all students with special attention on improving student achievement of English Learners and Special Education Students through the effective management of assigned areas; value risk taking and innovation in support of performance improvements throughout the District; hold administrators, teachers, and students accountable for increasing student achievement. **E**

Plan, organize, control and direct the projects, activities, and functions of assigned departments. **E**

Oversee financial services projects and activities such as Accounting, Payroll, Purchasing, Risk Management, budgeting and internal audits to ensure the financial viability of the District. **E**

Serve as the Chief Financial Officer for the District, implementing programs to ensure the financial stability of the District; develop and prepare the annual budget for all assigned areas and the District as a whole; analyze and review budgetary and financial

data to ensure appropriate allocation of resources; monitor-and authorize expenditures in accordance with established guidelines. *E*

Provide technical expertise regarding the annual budgetary process, formulate and develop policies and procedures. *E*

Direct preparation and maintenance of a variety of narrative and statistical reports, records and files. *E*

Develop, evaluate, and make recommendations to the Superintendent or designee, Board and others regarding policies and procedures governing the business operations of the District's. *E*

Assist the Superintendent or designee in the determination of resource allocation and levels of service according to established policy to ensure the viable operations of the District. *E*

Communicate with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*

Participate in the development of legislation affecting school finance. *E*

Attend Board meetings; prepare, and present agendas and reports to the Board as requested by the Superintendent or designee; interpret financial impact of proposals as necessary. *E*

Keep abreast of developments and innovations in the field of education by reading current literature, attending professional association meetings, and by discussing developments and issues of mutual interest with others in the specific assigned field. *E*

Establish and lead interdepartmental teams to address complex district issues; create and maintain a culture of collaboration and continuous improvement among departments, sites and outside to assist each student to learn at grade level and beyond. *E*

Supervise and evaluate the performance of assigned staff on a regular basis provide clear, constructive feedback to improve staff effectiveness; interview and select highly qualified employees; recommend transfers, reassignment, termination and disciplinary actions; plan, coordinate and arrange for appropriate training of subordinates in support of professional learning. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: advanced degree in business administration, education administration or related field and five years increasingly responsible financial management experience in a school system or an organization of equivalent complexity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Planning, organization and direction of financial management.

Budget preparation and control.

Oral and written communication skills.

Principles and practices of effective leadership, management and supervision.

Applicable laws, codes, regulations, policies and procedures.

Labor Relations law and employee contracts.

Financial needs of schools and school districts.

Operational principles of customer service.

Current educational principles and practices related to assigned duties.

Interpersonal skills using tact, patience and courtesy.

District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize and administer a wide variety of major organizational units involving business, finance, human resources, technology, and instruction.

Communicate effectively both orally and in writing.

Interpret, comprehend, apply and explain rules, regulations, policies and procedures and legislation.

Analyze situations and legislation accurately and adopt an effective course of action.

Work independently with little direction.

Plan and organize work to meet schedules and timelines.

Prepare comprehensive narrative and statistical reports.

Supervise and evaluate the performance of assigned staff.

Develop, modify and direct the implementation of budgetary control and accounting systems.

Perform quality checks and set targets for services provided.

Build, develop and maintain high quality talent to lead the service subgroups.

Develop and execute strategic plans for a large multifaceted organization.

Blend analysis, knowledge, and insight to effectively assess and employ information to enhance personal and organizational performance.

Create competitive and breakthrough strategies and plans to take full advantage of the changing environment.

Dispense corrective feedback in a manner that inspires accountability among colleagues and direct reports.

Attend District program meetings which may be held at different sites.

Work collaboratively and build positive relationships with a diverse group of stakeholders.

Demonstrate leadership to all stakeholders by inspiring and motivating others to reach a common goal.

Ability to translate theory into action.

Remain current on trends and development in the education field.

Demonstrate loyalty and high ethical standards.

Focus and appropriately allocate resources toward identified goals.

Manage change and design an effective system of reporting progress and monitoring results

Negotiate skillfully in difficult situations and create solutions to promote compromise.

Think outside the box and develop new methods or solutions inspiring others to reach a common goal.

Learn new or updated computer systems and/or software programs to apply to current work.

Exercise judgment and discretion in interpreting and applying policies and legislation.

Communicate using patience and courtesy in a manner that reflects positively on the organizational unit.

Actively participate in meeting District goals and outcomes.

Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Travel, office environment; driving a vehicle to conduct work; contact with dissatisfied individuals; fast- paced work, constant interruptions.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; hearing and speaking to conduct work, exchange information, and make presentations; seeing to read and write reports; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies and other materials.

Fresno Unified School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Function

Fresno Unified School District

Classified Management Daily Salary Schedule 2022-23

Effective 3/26/2023

Management 261 Duty Days*

| <u>Grade</u> | <u>Job Title</u> | <u>Job Code</u> | <u>Step 1</u> | <u>Step 2</u> | <u>Step 3</u> | <u>Step 4</u> | <u>Step 5</u> |
|--------------|---|-----------------|---------------|---------------|---------------|---------------|---------------|
| E33 | Chief Financial Officer | E260 | \$677.56 | \$713.21 | \$750.76 | \$790.27 | \$831.86 |
| | Chief Operational Services | E169 | | | | | |
| | Senior Executive | E227 | | | | | |
| | Chief Human Resources/Labor Relations | E180 | | | | | |
| E32 | Chief Engagement and External Partnership Officer | E259 | \$610.56 | \$641.09 | \$673.15 | \$706.81 | \$742.15 |
| | Chief Equity and Access | E200 | | | | | |
| | Chief Executive | E236 | | | | | |
| | Chief Information Officer | E139 | | | | | |
| | Chief of Staff (General) | E221 | | | | | |
| | Chief Technology Officer | E179 | | | | | |
| E31 | Assistant Superintendent | E159 | \$547.59 | \$574.97 | \$603.72 | \$633.91 | \$665.60 |
| | Assistant Superintendent, Operational Services | E161 | | | | | |
| | Deputy Executive (General) | E208 | | | | | |
| | Prevention and Intervention Executive | E263 | | | | | |
| E30 | Executive Officer, District & School Accountability & Improvement | E104 | \$515.81 | \$541.60 | \$568.68 | \$597.11 | \$626.97 |
| | Executive Officer, School Leadership | E105 | | | | | |
| | Executive Officer (General) | E220 | | | | | |
| E29 | Administrator (General) | E195 | \$484.02 | \$508.22 | \$533.64 | \$560.31 | \$588.33 |
| | Administrator, Human Resources / Labor Relations | E007 | | | | | |
| | Executive Director (General) | E210 | | | | | |
| | Executive Director, Constituent Services | E003 | | | | | |
| | Executive Director, Health Service and Student Health Services | E264 | | | | | |
| | Executive Director, Human Resources/Labor Relations | E096 | | | | | |
| | Executive Director, Maintenance & Operations | E098 | | | | | |
| | Executive Director, Purchasing | E101 | | | | | |
| | Executive Director, Research Evaluation and Assessment | E094 | | | | | |
| E27 | Director (General) | E219 | \$457.49 | \$480.35 | \$504.35 | \$529.59 | \$556.08 |
| | Director, Benefits and Risk Management | E066 | | | | | |
| | Director, Career Readiness | E067 | | | | | |

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|--------------|---|-----------------|---------------|---------------|---------------|---------------|---------------|
| E27 | Director, Fiscal Services | E073 | \$457.49 | \$480.35 | \$504.35 | \$529.59 | \$556.08 |
| | Director, Food Services | E074 | | | | | |
| | Director, Human Resources | E079 | | | | | |
| | Director, Transportation | E093 | | | | | |
| | Director, Risk Management | E272 | | | | | |
| E26 | Administrative Analyst | E015 | \$435.69 | \$457.49 | \$480.35 | \$504.35 | \$529.59 |
| | Administrative Analyst, Research, Evaluation & Assessment | E194 | | | | | |
| | Manager III (General) | E223 | | | | | |
| | Manager III, Technology Services | E113 | | | | | |
| E25 | Manager II (General) | E211 | \$414.95 | \$435.69 | \$457.49 | \$480.35 | \$504.35 |
| | Manager II, Emergency Planning/Crisis Response | E042 | | | | | |
| | Manager II, Grants | E043 | | | | | |
| | Manager II, Information Technology | E048 | | | | | |
| | Manager II, Maintenance and Operational Services | E119 | | | | | |
| | Manager II, Mentoring | E053 | | | | | |
| | Manager II, Nurse Educator | E273 | | | | | |
| | Manager II, Special Education | E212 | | | | | |
| | Manager II, Student Conduct Hearing | E154 | | | | | |
| | Manager II, Specialized Programs | E245 | | | | | |
| E24 | Business Operations Manager (General) | E213 | \$395.20 | \$414.95 | \$435.69 | \$457.49 | \$480.35 |
| | Design Lead | E266 | | | | | |
| | Manager I, Applications Development and Support | E170 | | | | | |
| | Ombudsman | E143 | | | | | |
| | Manager I, (General) | E258 | | | | | |
| | Manager I, Program | E123 | | | | | |
| | Manager Program, Student Wellness | E265 | | | | | |
| | Manager I, Communications | E142 | | | | | |
| E23 | Executive Assistant to Superintendent | E024 | \$376.38 | \$395.20 | \$414.95 | \$435.69 | \$457.49 |
| E22 | Analyst II, Budget | E261 | \$358.46 | \$376.38 | \$395.20 | \$414.95 | \$434.93 |
| | Coordinator II, Technology Support Services | E172 | | | | | |
| | Project Manager (General) | E214 | | | | | |
| | Project Manager, Facilities | E122 | | | | | |
| | Project Maintenance & Operations Manager | E256 | | | | | |

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|--------------|---|-----------------|---------------|---------------|---------------|---------------|---------------|
| E21 | Analyst II, Accounting/Payroll | E199 | \$341.39 | \$358.46 | \$376.38 | \$395.20 | \$414.96 |
| | Analyst II (General) | E198 | | | | | |
| | Analyst II, Fiscal Services | E017 | | | | | |
| E20 | Coordinator I, Benefits | E032 | \$325.13 | \$341.39 | \$358.46 | \$376.38 | \$395.20 |
| | Coordinator I, Community Schools** | E279 | | | | | |
| | Coordinator I, Energy Management | E232 | | | | | |
| | Coordinator I, Extended Learning | E274 | | | | | |
| | Coordinator I, Human Resources | E278 | | | | | |
| | Executive Chef | E276 | | | | | |
| E19 | Coordinator I, Purchasing | E127 | \$309.64 | \$325.13 | \$341.39 | \$358.46 | \$376.38 |
| | Coordinator I, Workers' Compensation | E175 | | | | | |
| E18 | Analyst I, Budget | E262 | \$294.89 | \$309.64 | \$325.13 | \$341.39 | \$358.46 |
| | Analyst I, Workers' Compensation | E019 | | | | | |
| | Coordinator I, Warehouse Services | E133 | | | | | |
| E17 | Analyst I, Fiscal Services | E016 | \$280.99 | \$294.89 | \$309.64 | \$325.13 | \$341.39 |
| | Analyst I (General) | E218 | | | | | |
| | Analyst I, Information Systems | E197 | | | | | |
| | Analyst I, Human Resources | E018 | | | | | |
| | District Supervisor II, Food Services | E117 | | | | | |
| | Supervisor, Accounting | E267 | | | | | |
| | Supervisor, Employee Service Center | E269 | | | | | |
| | Supervisor, Environmental Services | E173 | | | | | |
| | Supervisor, Payroll | E268 | | | | | |
| E16 | District Supervisor II, Energy Educator | E135 | \$267.48 | \$280.84 | \$294.89 | \$309.64 | \$325.13 |
| E15 | Athletic Trainer (Certified) | E229 | \$254.74 | \$267.48 | \$280.84 | \$294.89 | \$309.64 |
| | District Supervisor I, Food Services | E116 | | | | | |
| | District Supervisor I, Risk Management Claims | E209 | | | | | |
| | Nutritionist | E136 | | | | | |

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|--------------|--|-----------------|---------------|---------------|---------------|---------------|---------------|
| E15 | Coordinator, Farm to School | E277 | | | | | |
| E13 | District Supervisor I, Custodial Services District Supervisor I, Graphic Services | E030 E174 | \$231.07 | \$242.61 | \$254.74 | \$267.48 | \$280.84 |

Duty Year of 261 reflects 228 duty days, 13 holidays plus 20 vacation days

**Contingent upon approval of the California Community Schools Partnership Program Grant.

A. BONUS ADDITIONS TO PLACEMENT OF BASIC SCHEDULE (ADDITIVE)

Annual \$500 for B.A. + 90*

Annual \$1000 for M.A. on all classes*

Annual \$1500 for Earned Doctorate*

Career Increment of 0.75% each year from the 11th to the 20th year to a total of 7.5% at the 20th year and thereafter.

*Additions are non-cumulative

The intent is that management employees use annual vacation days. If not used, these days vest to the individual. Payment for unused vacation days at the time of separation from FUSD will be calculated using a divisor of 261 for 12-month employees.

B. MENTOR/LEADERSHIP COACH INCREMENT

An increment of 5% to 10% added to step and grade as part of base salary upon approval by Superintendent or Chief of HR/LR

C. CHALLENGING ASSIGNMENT INCENTIVE

Up to 10% increase to base salary upon hire, promotion or reassignment to a position among the most challenging assignments upon approval by Superintendent or Chief of HR/LR.

The intent with respect to the Mentor/Leadership Coach Increment and the Challenging Assignment Incentive is that these two opportunities are mutually exclusive such that no manager/supervisor may receive both the Increment and the Incentive at the same time.

The Mentor/Leadership Coach Increment and the Challenging Assignment Incentive do not fit within the definition of special compensation (2 CCR 571) and therefore are not included in the compensation reported to CalPERS.