



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Integrated Services Analyst**  
 Job Family: **Support Services**  
 Prepared/Revised Date: **April 2, 2018**

FLSA Status: **Exempt**  
 Pay Range: **SS40Y**  
 Job Code: **32006**

**SUMMARY:** Responsible for all Integrated Services department data collections. Conduct analysis of staff and students to meet federal compliance indicators. Act as fiscal manager for Integrated Services programs and grants. Partner with government agencies and district personnel to review controls around reporting processes. Ensure compliance of Integrated Services policies and procedures with governmental and district policies. Oversee the work of Integrated Services accounting staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks  (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Coordinate, prepare, and monitor Integrated Services CDE (Colorado Department of Education) data collections including Child Count, SPED Discipline and SPED Student End-Of-Year. Collaborate with Early Childhood, Information Technology and Human Resources departments as well as external software vendors to manage the data collection process and deadlines, including changes in file layouts and report modifications. Prepare independent data reports related to students with disabilities and SPED staff. Extract data from various source systems, evaluate, and administer or request source file corrections. Conduct research and analysis for compliance of state and federal reporting requirements. Communicate data collection results to the Special Education Director. Provide presentations for Board of Education and external community events/media publications. As Administrative Unit LAM (Local Access Manager) enable access for Sped Leadership staff to the IDM (Identity Management Application) system.	D	47%
2. Responsible for the fiscal management of the Integrated Services Department multimillion dollar budget to ensure compliance with IDEA (Individuals with Disabilities Education Act), IDEA Part B, IDEA Preschool, SWAP (School to Work Alliance Program). Accurately forecast the outcome of potential or proposed business transactions. Approve monthly reconciliation of all grants and general funds and evaluate any deviations by researching potential changes in payroll, HR or financial systems, and initiating corrective action. Create or approve monthly and quarterly request for funds for various grants. Reconcile expenditure spreadsheet from SWAP staff. Administrative Unit contact for the Office of Grants Fiscal ensuring compliance with applicable State and Federal laws, relations, EDGAR, OMB (Office of Management and Budget) circulars as well as timely submissions for budgets, revisions and year-end close outs.	D	23%
3. Attend work and arrive in a timely manner.	D	1%
4. Oversee Integrated Services staffing and assignment verification process, back-up to approve account code changes, employee reports, and job postings. Approve monthly staffing reconciliations. Communicate with HR and Payroll on staff assignments and processes. Oversee and approve the Integrated Services time and effort process focusing on employees working on more than one federal award to ensure compliance with the Office of Management and Budget rules and regulations.	W	8%



5. Acting independently, use expertise and discretion regarding oversight of the Integrated Services budget and staffing. Create, evaluate, communicate and audit processes to continually improve efficiencies and procedures. Conduct research and analysis for compliance with reporting requirements. Use accurate and efficient accounting procedures to ensure compliance and fiscal accountability in line with district, state and federal guidelines. Act as a resource with staff and other departments on compliance and regulatory issues related to Integrated Services operations. Support director, coordinators, and Enrich Compliance Team. Meet regularly with the director and collaborate with other departments.	W	8%
6. Attend weekly statewide meetings to address system issues and if necessary specify file layouts to software developers. Test new reporting software on separate test servers. Attend statewide system configuration meetings. Attend regular trainings organized by CDE or outside vendors.	W	5%
7. Initiate Integrated Services finance team meetings to discuss upcoming deadlines and find appropriate resources for new tasks as they occur.	M	2%
8. Review and process high cost student reimbursement applications in consultation with the director, coordinators and the transportation department. Provide data to support other state and federal requirements to the director and coordinators.	A	5%
9. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- Bachelor’s degree in Business Administration, Finance, Accounting or related field
- More than five years of experience in governmental accounting, financial analysis or finance required

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem-solving skills
- Strong knowledge of laws regarding privacy acts and statutes, regulations and district and state policies and procedures
- Advanced skills in MS Office Suite, Outlook, Word, Excel and Power Point
- Advanced level of analytical and problem solving skills in relations to applications
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of governmental accounting practices
- Knowledge of state Special Education regulations and laws preferred
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator



**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Outlook, and/or other department software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit			X	
Use hands to finger, handle or feed			X	
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate			X	
Instruct		X		
Compute				X
Synthesize				X
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate		X		



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	