



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Integrated Services Analyst**
 Job Family: **Support Services**
 Prepared/Revised Date: **August 1, 2023**

FLSA Status: **Exempt**
 Pay Range: **SS37Y**
 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. Act as Local Access Manager (LAM) for administrative unit. 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	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	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 reports. Collaborate with Early Childhood, Information Technology, and Human Resources departments and external software vendors to manage the data collection process and deadlines. Prepare independent data reports related to students with disabilities and SPED staff. 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.	D	51%
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, evaluate any deviations, and initiate corrective action, and manage fund requests. Ensure compliance with applicable laws, regulations, and budgetary reporting requirements. Serve as internal and external audit contact and fiscal manager for charter schools.	D	28%
3. Attend work and arrive in a timely manner.	D	1%
4. Oversee Integrated Services staffing and assignment verification process and approve monthly staffing reconciliations including oversight of the time and effort process to ensure compliance with the Office of Management and Budget.	W	2%
5. Create, evaluate, communicate, and audit processes to continually improve efficiencies and procedures. Act as a resource with staff and other departments on compliance and regulators issues related to Integrated Services operations. Support Integrated Services leadership team and Enrich Compliance Team. Meet regularly with the director and collaborate with other departments.	W	6%
6. Attend weekly statewide meetings and regular trainings to address technology system issues and if necessary, specify file layouts to software developers.	W	4%



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	4%
9. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%

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, District policies, administrative guidelines, 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
Direct reports:	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	