



**BUSINESS PROGRAMS OPERATIONS SPECIALIST
BUSINESS OPERATIONS ANALYST I
BUSINESS OPERATIONS ANALYST II**

BASIC FUNCTION

Under general supervision, support, analyze and/or manage routine, unique and special projects and programs; analyze, recommend and develop organizational processes, systems and structures; implement, analyze, and/or determine whether practices, policies, procedures and other operational activities are followed in accordance with local, state and Federal laws and District policies; identify opportunities for projects, programs, systems and structures improvements; support, participate in and/or lead compliance monitoring and oversight of designated programs, policies, budgets, contracts and grants; prepare, analyze and verify operational, financial, budgetary, and statistical data and reports; provide and present information to a variety of district and community stakeholders.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Support, participate in and/or lead the evaluation, implementation or development of programs, plans, processes, systems and procedures to achieve district goals for assigned programs' operations and administration; analyze, monitor, implement and/or develop short and long-term projects, programs, policies, goals and objectives. "E"
- Participate in, conduct and/or lead special projects and programs; develop programmatic research designs, analysis and statistical studies; assist in compiling information, draft or lead the writing of statistical and/or narrative reports relative to programs, policies, budget allocations, grants and organization structure; "E"
- Conduct internal audits of programs and projects, including work flow, systems and structures; coordinate programs and projects with leaders, managers, and staff to assess work processes and outcomes; recommend changes to maximize efficiencies. "E"
- Prepare projections of revenues and appropriations for department leadership; conduct analyses and review budget expenditure plans and prepare recommendations to keep expenditures within planned amounts. "E"
- Participate in, coordinate or lead the management of assigned activities through daily informal and formal contacts, planning and analysis and follow-up on programs and projects operations, issues, policies and procedures. "E"
- Identify opportunities for improvements, expansion and/or redirection of programs, projects, operational processes and procedures, as assigned; monitor, document, and/or lead compliance with newly created and adopted activities, operations, grants, policies and procedures. "E"
- Ensure that the District's racial educational equity performance metrics for programs' operations are effectively identified, implemented and communicated to internal and external stakeholders. "E"
- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy, Equity in Public Purchasing and Contracting and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to education and business practices with awareness and understanding of their impact in a racially and culturally diverse community. "E"

- Assess the impact of public education, local, state and federal legislation as it relates to assigned programs, projects and operations; participate in, conduct, and/or lead the analysis of impending legislation; assist in or lead the drafting and recommending of new and revised legislation language to assure laws which enhance the programmatic and educational mission. “E”
- Analyze, develop, prepare and review reports of findings, alternatives and recommendations involving a broad range of program, project and business operations and management issues; assist in, conduct and/or lead preparation and presentation of materials for committees, district management, employees, community partners, parent groups and other stakeholders regarding assigned programs, projects, operations’ status and activities. “E”
- Lead, participate in, and/or represent the District at a variety of meetings, workshops, seminars and in-services. “E”
- Provide supervision, leadership, work direction and guidance to assigned staff; may provide input into the interview, selection, evaluation and training of designated staff, as appropriate to the classification level. “E”
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

All levels of the Business Operations professionals’ classification series participate in conducting programs and projects administrative work flow, programmatic, compliance and budgetary services for assigned administrators, departments, programs and services of the district. All levels, to varying degrees, conduct studies, plan and prepare financial, statistical and narrative reports and develop presentations. These classification levels are differentiated by the scope of work and complexity of assigned program(s), degree of technical expertise required and needed in conducting research, data collection, statistical analyses and reporting of findings, and latitude of discretion and independence in decision-making in development, implementation and leadership of programs and projects.

The Business Programs Operations Specialist is the first level in the professional series. Employees in this classification are typically assigned to support single programs of limited scope. Employees perform basic statistical and narrative analyses and the more routine reporting of activities and findings. The primary focus of classification lends to supporting new and existing programs and program development with basic budgeting, analysis and evaluation skills.

The Business Operations Analyst I is the second level of the professional series. Employees in this classification hold considerable autonomy and decision-making in implementing a wide variety of programs, projects, studies and operational process reviews. Program and project assignments are typically multi-dimensional and require working knowledge of business and operational functions, statistical analyses, report writing, presentations preparation and delivery. Employees will represent assigned programs within the district and with external partners. Employees at this level participate in and represent assigned programs within the district and with external partners.

The Business Operations Analyst II is the advanced level of the professional series. Employees at this level hold responsibility for the larger scale, multilevel, complex projects, programs, grants, budgets analyses and evaluations. Employees at this level lead programs and project development and follow through and are expected to independently develop systems, standards, policies and procedures, as well as communications, and presentations. Employees at this level initiate and cultivate internal and external partnerships, and lead, as well as represent assigned programs within the district and with external partners.

EMPLOYMENT STANDARDS

Knowledge of:

Program and project coordination and management techniques.

Work flow methods, process mapping techniques, process and program improvement practices.

Basic-to-advanced principles, practices, tools and techniques for compiling statistics, data collection and analysis methods and software.

Basic-to-advanced budgeting, purchasing and financial accounting requirements for public agencies.
Local, state and Federal laws applicable to assigned functions.
School district rules, regulations, policies, procedures, organization and organizational relationships.
Basic-to-advanced research methods and report writing techniques.
Elements of and techniques for developing and presenting effective public presentations.
Multicultural, multi-ethnic communities within the local community.
Record-keeping techniques.
Effective oral and written communication skills.
Operations and applications of a variety of office machines, technologies and software.
Interpersonal skills using tact, patience and courtesy.
Techniques and principles of high-quality customer service.

Ability to:

Interpret, apply and explain laws, rules, regulations, policies and procedures applicable to assigned functional areas.
Follow, implement and/or develop program policies, procedures, timelines, deadlines, goals and performance metrics.
Analyze processes and problems, identify opportunities for improvement and follow through on changes.
Conduct or develop a variety of program and project work flow and process analyses, develop and implement effective streamlining methodologies.
Work collaboratively or lead a variety of departmental, cross-agency, and cross-functional teams.
Use logic when reviewing, analyzing and developing program, project and business processes.
Develop, generate and analyze basic-to-advanced statistics, graphical information, and numeric data for inclusion in projects, programs, reports and presentations.
Present simple-to-complex data in a variety of technical and narrative written and oral reports for a variety of technical and non-technical audiences and represent the district in a variety of public settings.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Work on multiple projects simultaneously.
Learn and implement public agency budgeting, purchasing and financial accounting systems.
Deliver a high-level of customer service to district stakeholders.
Advocate, model, learn and implement Portland Public School's Racial Equity Initiative, Equity in Public Purchasing and Contracting and other board policies.
Analyze, prepare and monitor assigned budgets.
Formulate and express ideas and concepts in a clear and concise manner, verbally and in writing, with special awareness and sensitivity to the needs of a richly diverse population.
Operate a variety of office machines, technologies and software.

Education, Training and Experience:

The Business Programs Operations Specialist requires an Associate's degree in Education, Business Administration, Finance, Public Administration, Organizational Development, Statistics or a related field and one (1) year of professional experience in conducting professional business, financial or similar analysis and coordinating administrative programs and/or projects.

The Business Operations Analyst I requires a Bachelor's degree in Education, Business Administration, Finance, Public Administration, Organizational Development, Statistics, or a related field and three (3) years of professional experience in a professional role managing small-to-medium scale programs, projects which included financial analysis, operational analysis, development of policies, procedures, standards and program performance metrics and goals. developing and conducting financial analyses, business operations and organizational studies, administering special programs or projects, basic and/or routine data analyses and policy advisement including preparing written recommendations, formal reports and oral presentations or similar activities is required. Experience working in a richly diverse community and K-12 public education is highly desirable.

The Business Operations Analyst II requires a Bachelor's degree in Education, Business Administration, Finance, Public Administration, Organizational Development, Statistics, or a related field and five (5) years of professional experience in a professional role leading small-to-medium scale programs and projects, developing and conducting

financial analyses, business operations and organizational studies, administering special programs or projects, conducting data analyses, developing policies, program standards and performance metrics, including preparing written recommendations, formal reports and oral presentations or similar activities is required. Leading committees, teams and partnerships and experience working in a richly diverse community and K-12 public education is highly desirable.

For the Analyst I and II level assignments, a Master's degree in one of the above-identified fields will substitute for two (2) years of the required experience.

Any other combination of education, training and experience which demonstrates the candidate is likely to possess the skill, knowledge, ability and trait characteristics essential for this classification may be considered.

Special Requirements:

Some positions in this classification may require the use of personal transportation and possession of a valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Bus Programs Ops Specialist: Non- Exempt

Approval Date: December 6, 2016

Business Ops Analyst I & II - Exempt

Bargaining Unit: N/A

Salary Grade: BP Ops Spec 22; BO An I – 25; BO An II - 29

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society.

The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

Board of Education Policy 1.80.020-P