

Classified Position Replacement
Business Operations Analyst

1. Are there any special regulations such as law, Title 5, Education Code, Student Success Initiative or accreditation standards, etc. for the position?

No

2. Does the request support the goals of the Educational Master Plan or other strategic plans?

Yes

3. Do the data indicate a demonstrated program need?

Yes. In this case "data" refers to the growth in number of funds managed, and analysis of position duties related to department needs.

Description: During FY 14/15, the budget office consisted of a College Business Officer (CBO) and Financial Analyst. During this time, the college restricted budget grew at an exponential rate, resulting in the need for specialized attention to the funds for compliance and management. The budget office made some personnel shifts to accommodate these new needs, moving the CBO to a temporary External Funding and Compliance Officer position and promoting the Financial Analyst to CBO. Both the CBO and External Funding and Compliance Officer positions are Schedule 35 (Classified Exempt Supervisory), Grade 192 E. The Financial Analyst position has remained vacant since this shift.

The External Funding and Compliance Officer will retire effective July 31, 2017 and the budget office reviewed the existing structure, fund management needs, and college support needs to determine the best path forward to replace the retiree's position. Moving forward, the budget office determined to replace the Financial Analyst position rather than seeking to make permanent the temporary External Funding and Compliance Officer. After thorough review and consultation with our sister colleges and District Office, the budget office determined to align the replacement position with our sister college. The financial analyst position is focused more on District-level work, so the college will replace the financial analyst position with the Business Operations Analyst position. Both positions are Schedule 40 (Classified Professional), Grade 195S.