

Position: Mandated Cost Specialist (Confidential)	Position Number:
Department: President	FLSA: Non-exempt
Reports to: Assistant to the President	Salary Grade: 116

Summary

Performs on-going tracking and reporting of state mandated costs for the district. Coordinates the collection of data for filing the district's state mandated cost reimbursement claims. Consults with staff and contract service providers in structuring activities and answering questions concerning qualified activities and costs. Assists with preparation and research for the district's collective bargaining agreements. Serves as official note-taker for bargaining sessions.

Essential Duties and Responsibilities

- Organizes, facilitates, and assists others with the recording and collection of hours and costs concerning activities that qualify for state reimbursement according to SB90 and court decisions.
- Advise Administrators and others in the interpretation of state mandated activities.
- Maintain relations with independent consultant hired to provide mandated cost support.
- Review records prepared by Administrators, contract service providers, and others.
- Analyzes and resolves under-reporting or questionable items.
- Conducts training sessions for district personnel to assure compliance with all required reporting timelines and procedures.
- Reviews record-keeping procedures, techniques and methods. Recommends and implements new or improved procedures and techniques designed to maximize the districts reporting of costs.
- Runs queries and reports for the purpose of analysis.

Qualifications

Knowledge and Skills

This position requires knowledge of record keeping, analysis procedures, reporting policies and applicable government regulations. Requires well-developed human relations skills, sufficient to communicate technical concepts to others. Requires skill in writing business communications and reports. Requires skill in completing math calculations, including averages, ratios, extension, percent and quotients.

Abilities

Requires the ability to carry out all aspects of the position. Must be able to prepare clear, complete, concise and timely reports. Requires the ability to conduct technical research. Requires the ability work independently with minimal supervision. Requires the ability to work with individuals and small groups both inside and outside of the organization. Requires ability to prioritize workload to meet required reporting timelines.

Physical Abilities

Requires sufficient ambulatory ability to use common office equipment. Requires sufficient visual acuity to recognize letters and numbers; sufficient hand-eye coordination to perform work on a personal computer keyboard.

Education and Experience

Requires a high school diploma or equivalent plus advanced post-secondary coursework in accounting, computer applications or business. Requires two years of experience in an office environment including application of accounting skills, use of computerized data system, researching and preparing detailed reporting.

Licenses and Certificates

None required.