

## **LOS ANGELES COUNTY OFFICE OF EDUCATION CHIEF FINANCIAL OFFICER**

### **DEFINITION**

Under policy direction of the Los Angeles County Office of Education (LACOE) Superintendent of Schools or Deputy Superintendent, directs, plans, implements, and administers business and financial services for LACOE; Provides executive leadership to the Business Services Divisions of the County Office including the internal and external business and financial services of the Office and the related mandated and elective services provided to Los Angeles County school districts, community college districts, and charter schools.

### **DISTINGUISHING CHARACTERISTICS**

This classification is distinguished from other executive classifications in that it is the highest-level business services position in the County Office reporting directly to the Superintendent or Deputy Superintendent and interfacing directly with the Board of Education on County Office business and fiscal affairs.

### **SUPERVISION RECEIVED AND EXERCISED**

Policy direction is provided by the Superintendent or Deputy Superintendent. Responsibilities include direct and indirect supervision of division directors, managerial, professional, technical, and clerical personnel.

**EXAMPLES OF DUTIES** – The classification specification provides a summary of the typical job duties performed, along with the general nature and level of work performed by employees in this classification. Duties may include, but are not limited to, the following:

- Develops and implements business services policies and establish broad long-range goals and strategies for providing business and financial services
- Tracks, manages, and maintains accountability of critical business functions such as accounting and budget, payroll and retirement processing, grant funding administration, and other business and financial services
- Provides administrative direction to assigned organizational units responsible for school financial services, regionalized business services, revenue determination, and district budget monitoring
- Supervises the administration of district financial services, auditing programs, and the preparation of documents for district payroll and retirement activities
- Provides direction and oversight for studies and reports regarding fiscal responsibility, business process integrity, and solvency of charter schools and delegate agencies
- Represents the County Office in local and state-wide initiatives to identify and develop business management programs and practices, and lead related changes within the Los Angeles County Office and the county districts
- Participates in the development, evaluation, and interpretation of legislation affecting school finance and business management

- Delivers presentations to associations, community groups, and others regarding County Office matters related to assigned areas of responsibility
- Maintains, updates, and interprets systems to ensure compliance with requirements of the California Education Code and other relevant laws and regulations
- Assures compliance with Local Control and Accountability Plan (LCAP) and Assembly Bill 1200/2756 budget approval, oversight, and monitoring activities for local education agencies; coordinates the review of recommendations in school district audits and action taken on exception items
- Participates as a strategic partner in the evaluation, implementation, and improvement of technology systems that support business operations and financial management, ensuring alignment with organizational goals and regulatory requirements
- Participates in and supports the collective bargaining process between the County Superintendent and exclusive bargaining units
- Serves on a variety of internal and external committees, including the Superintendent's Cabinet, Legislative Task Force, and statewide school business committees to advise, inform, and exchange information
- Interfaces with the State Department of Education, State Department of Finance, and other governmental bodies to influence and respond to emerging fiscal issues and trends; serves as the primary contact on behalf of the Business Services Division and/or the County Office to State and Federal officials as requested
- Oversees school district reorganizations, elections, boundary changes, and emergency preparedness
- Performs related duties as assigned

## **JOB REQUIREMENTS**

### **Knowledge:**

- Statutory provisions and intent of the California Education Code, Government Code, Administrative Code, and other federal, state, and local regulations pertaining to the fiscal, business, and administrative functions of school districts, community colleges, and county offices of education
- California legislative and judicial processes; the structure and processes of the state-wide public education system including pre-school, K-12, and community college districts
- Principles of finance and accounting
- Principles of organization design and structure, supervision, budgeting, personnel administration and management
- Fundamental concepts of employment laws, codes, and regulations, including EEO, FLSA, FMLA, and Cal/OSHA and applicable provisions of collective bargaining agreements

### **Core Competencies:**

- Legal & Regulatory Navigation – Understanding, interpreting, and ensuring compliance with laws and regulations
- Professional & Technical Expertise – Applying technical subject matter to the job
- Oral Communication – Engaging effectively in dialogue
- Writing – Communicating effectively in writing
- Customer Focus – Attending to the needs and expectation of customers
- Influencing – Affecting or changing others' positions and opinions
- Relationship Building – Establishing rapport and maintaining mutually productive relationships
- Leadership – Guiding and encouraging others to accomplish a common goal
- Managing Performance – Ensuring superior individual and group performance
- Allocating Resources – Prioritizing the use of fiscal and material resources to maximize organizational performance
- Business Process Analysis – Defining, assessing, and improving operational processes and workflow
- Managing Change – Addressing key factors that influence successful organizational change
- Political & Organizational Savvy – Working skillfully with politics, procedures, and protocols across organizational levels and boundaries
- Project Management – Planning and tracking projects to ensure they are on-time, on-budget, and achieve their objectives
- Strategic Perspective – Evaluating immediate actions in context of achieving long range objectives
- Cultural Proficiency – Modeling communications and interactions that respect and include all individuals and their languages, abilities, religions and cultures

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

This summary provides examples of the typical physical demands and work environment of this classification.

#### **Physical Demands:**

Work is sedentary.

- Remains in a stationary position to perform desk work
- Lifts items such as binders and documents weighing less than 10 pounds without assistance
- Carries items such as binders and documents weighing less than 10 pounds without assistance
- Uses hands, wrists, and fingers repetitively to type and operate office equipment
- Rotates the head right or left from a neutral position to review work materials
- Exchanges information with co-workers and customers regarding work-related matters
- Uses near visual acuity at 20 inches or less to operate desktop or laptop computer
- Moves short distances between buildings and sites

**Work Environment:**

The work environment involves everyday risks or discomforts that require normal safety precautions.

- Works in an indoor, climate-controlled environment

**MINIMUM QUALIFICATIONS:**

**Experience:** Five years of management experience in school administration, business, or finance, including either two years at the highest level of a business or fiscal function in a California school district, community college district, county office, state department of education, or related public institution or three years in a non-California school district, community college district, county office, state department of education, or related public institution.

**Education:** A bachelor's degree with advanced coursework in management, business administration, public administration, education administration, accounting, finance, or other fields closely related to the job requirements of this classification from an institution of higher learning recognized by the Council of Higher Education Accreditation. Foreign degrees and credit units require translation and equivalency established by an agency recognized by the Commission on Teacher Credentialing.

**Equivalency Provision:** A master's degree in school management, business, administration, or closely related field may substitute for one year of required general management experience in school administration, business, or finance. A doctorate in school management, business, administration, or closely related field may substitute for two years of required general management experience in school administration, business, or finance.

**Additional Requirements/Information:** The Chief Financial Officer is a senior management position exempt from certain provisions of the Merit System (Education Code 45100.5).

**CLASSIFICATION APPROVED BY PERSONNEL COMMISSION:**

June 19, 1979

Revised: December 6, 1985

Revised: May 8, 1991

Revised: July 21, 2011

Revised: January 19, 2012

Revised: June 20, 2013

Revised: July 20, 2017

Revised: November 21, 2019

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