

# EDUCATION FISCAL SERVICES ADMINISTRATOR

**Exam Code:** **2EDDD**

**Department:** Department of Education

**Exam Type:** Departmental, Open

**Final Filing Date:** Continuous

**Bulletin Date:** 12/15/2023

## CLASSIFICATION DETAILS

**EDUCATION FISCAL SERVICES ADMINISTRATOR -** $8,886.00 - $11,130.00 per month

View the **Education Fiscal Services Administrator** class specifications at <https://www.calhr.ca.gov/state-hr-professionals/Pages/2897.aspx>

## APPLICATION INSTRUCTIONS

Final Filing Date: Continuous

### Examination Cut-off Dates: Monthly

Applications are accepted on a continuous basis and will be processed monthly. Applications must be received in this office prior to the cut-off date (30th day of the month). Applications received after the cut-off date will be placed in the next examination administration.

### Who Should Apply:

Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

Once you have taken this examination, you may not retake it for **twelve (12) months**.

### How to Apply:

To apply for this examination, you must submit a complete examination application package. The following documents comprise a complete examination package:

* Examination/Employment Application form (STD 678) (<https://jobs.ca.gov/pdf/STD678.pdf>)
* Qualifications Assessment Questionnaire (<https://www.cde.ca.gov/re/di/jb/documents/efsaqaq.pdf>)
* Evidence of completion of required education (copy is acceptable)

All State Application must include “to” and “from” dates (month/day/year), time base, job titles, and duties performed. Applications received without this information will not be accepted.

Examination application package must be received by the cut-off date. Examination application packages received after the cut-off date will be held for the next examination administration. Examination application package must have original signatures. Indicate the Examination Title on Examination/Employment Application form (STD 678).

**You may submit by mail to:**

California Department of Education

Human Resources Division

1430 N Street, Suite 1802

Sacramento, CA 95814

Attn: Examination & Recruitment Office

**In Person:**

California Department of Education

1430 N Street, Main lobby (drop box)

Sacramento, CA 95814

Attn: Examination & Recruitment Office

***DO NOT FORGET TO DATE STAMP*** prior to placing it in the drop box.

**Or by email to:**

[CDEEXAMS@cde.ca.gov](mailto:CDEEXAMS@cde.ca.gov) - Some confidential information may be blocked by our information security office; therefore, it is the applicant’s responsibility to ensure that each document complies with email restrictions.

### Special Testing Arrangements

If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## MINIMUM QUALIFICATIONS

All applicants must meet the education and/or experience requirements as stated on this exam bulletin to be accepted into the examination. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

**EDUCATION FISCAL SERVICES ADMINISTRATOR**

### Education Requirements:

Equivalent to graduation from an accredited college with possession of a master's degree in Public or Business Administration or related field, or possession of a valid license authorizing service as a Certified Public Accountant in California. Applicants who do not meet the education requirement will be admitted to the examination but must meet the requirement before they will be considered eligible for appointment. One year of experience performing professional education duties at a level of responsibility equivalent to that obtained in the class of Education Fiscal Services Assistant, Range B, or higher may be substituted for the education requirement. Experience used in this manner to meet the education requirement must be in addition to that used to meet the general experience requirement. ​

Two years of experience in California state service performing fiscal analysis duties at a level of responsibility equivalent to that obtained in the class of Staff Services Manager I or higher may be substituted for the education requirement. Experience used in this manner to meet the education requirement must be in addition to that used to meet the general experience requirement.

Two years of experience as chief business officer or director of accounting, budgeting, data processing, business services, or similar administrative function with major responsibility for the preparation or analysis of budgets, accounts, and records may be substituted for the education requirement. Experience used in this manner to meet the education requirement must be in addition to that used to meet the general experience requirement.

**AND**

### Experience Requirements:

**Either I**

One year of experience in California state service performing fiscal services duties of a class with a level of responsibility equivalent to an Education Fiscal Services Consultant**; or**

**Or II:**

Two years of experience in California state service performing fiscal services duties of a class with a level of responsibility equivalent to an Education Fiscal Services Assistant, Range B**; or**

**Or III:**

Four years of experience as chief business officer or director of accounting, budgeting, data processing, business services, or similar administrative function with major responsibility for the preparation or analysis of budgets, accounts, and records.​

## POSITION DESCRIPTION

**EDUCATION FISCAL SERVICES ADMINISTRATOR**

This is the supervisory level in this series. The Administrator normally reports to a higher level administrator in the field of education fiscal services and supervises a group of professionals at the Consultant and Assistant levels. Incumbents may also supervise other professional, technical, and support staff. Under direction, the Administrator plans, organizes and directs the work of a program unit, and may assist in the overall administration of the fiscal services functions of the Department. Nonsupervisory positions may occasionally be allocated to this class to perform the most complex high level administrative, coordinative and consultative responsibilities for programs that are multiunit or multidivisional in scope.

## EXAMINATION SCOPE

This examination consists of the following components:

**Training and Experience Evaluation –** Weighted 100% of the final score.

The examination will consist solely of a **Training and Experience Evaluation.** To obtain a position on the eligible list, a minimum score of 70% must be received. Applicants will receive their score upon completion of the Training and Experience Evaluation process.

In addition to evaluating applicants’ relative knowledge, skills, and ability, as demonstrated by quality and breadth of education and/or experience, emphasis in each exam component will be measuring competitively, relative job demands, each applicant’s:

### Knowledge of:

1. Principles, practices and trends in public elementary and secondary education relating to fiscal services practices in LEAs.
2. Current practices and procedures for the preparation of budgets, accounts, and records.
3. Principles of governmental fund accounting.
4. Program cost accounting, interim financial status reports, and year-end expenditure reports.
5. Public school law and finance.
6. Automated financial management systems and software applications.
7. Methods of financial and statistical analysis.
8. Techniques of business systems analysis and design.
9. Trends in the area of business and financial management.
10. Techniques of work simplification.
11. Statewide financial programs for LEAs.
12. General knowledge of other areas of LEA operations such as educational programs, transportation, staffing, administrative organization structure, unifications, territorial transfers, and annexations.
13. The California public and private school system.
14. Fiscal administrative practices.
15. The functions of the California Department of Education.
16. The functions of schools, districts, and county offices of education.
17. Federal and State education laws.
18. The Department of Education’s rules and regulations.
19. Principles of employee development, training and supervision.
20. Departmental mission, goals, programs and policies.
21. A supervisor’s responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

### Ability to:

1. Interpret data.
2. Apply automated financial management systems and software applications.
3. Solve administrative and fiscal problems.
4. Communicate effectively.
5. Analyze situations accurately and take effective action.
6. Effectively interpret and explain information to a variety of audiences.
7. Work collegially to accomplish cooperative projects.
8. Exercise tact, resourcefulness and judgment with all groups contacted in the work.
9. Assume leadership and exercise creativity in the work assigned.
10. Interpret fiscal policy.
11. Develop well-informed policy recommendations.
12. Effectively and efficiently manage a staff and program within the resources provided.
13. Review and edit written documents.
14. Establish and maintain project and departmental priorities.
15. Work effectively with administrative personnel in the Department and in other governmental agencies.
16. Supervise subordinate staff.
17. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## ELIGIBLE LIST INFORMATION

A departmental, open eligible list for the Education Fiscal Services Administrator classification will be established for: **California Department of Education**

The names of **successful** competitors will be merged onto the eligible list in order of final score regardless of exam date. Eligibility expires **twenty-four (24) months** after it is established. Applicants must then retake the examination to reestablish eligibility.

Veterans’ Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veterans status is verified by the California Department of Human Resources (CalHR). Information on this program and Veterans’ Preference Application (Std. form 1093) is available online at <https://www.jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx>**.** Additional information on veteran benefits is available at the Department of Veterans Affairs.

Career Credits will not be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

## TESTING DEPARTMENTS

California Department of Education

## CONTACT INFORMATION

If you have any ***technical*** questions concerning this examination bulletin, please contact:

California Department of Education

Attn: Examination and Recruitment Office

1430 N Street, Room 1802

Sacramento, CA 95811

Phone: 916-319-0857

Email: [cdeexams@cde.ca.gov](mailto:cdeexams@cde.ca.gov)

California Relay Service: 7-1-1 (TTY and voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## EQUAL OPPORTUNITY EMPLOYER

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## GENERAL INFORMATION

Examination and/or Employment Application (STD 678) forms are available at the California Department of Human Resources, local offices of the Employment Development Department, and through your **CalCareer** account at <http://www.jobs.ca.gov/>.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described in this bulletin will be rated against a predetermined job-related rating, and all applicants who pass will be ranked according to their score.

It is the applicant’s responsibility to contact the California Department of Education’s Examination and Recruitment Office at 916-319-0857 after submission of application if a notice has not been received.

The California Department of Education reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all applicants will be notified.

General Qualifications: Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.