



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 22-2022/23
 DOCUMENT NO. 10-2022/23
 DATED 10/19/2022

<u>FACILITIES PLANNING ANALYST</u>	
DEPARTMENT/SITE: Facilities Planning and Construction	SALARY SCHEDULE: Classified Bargaining Unit SALARY RANGE: 50 WORK CALENDAR: 261 Days
REPORTS TO: Director – Facilities Planning and Construction	FLSA: Non-Exempt

PURPOSE STATEMENT:
 Under the general direction of the Director of Facilities Planning and Construction, the Facilities Planning Analyst assists in the planning and design of school facilities and construction projects, student housing, and boundaries; coordinates facility programs; researches, analyzes and develops enrollment projections; tracks and reports financial expenditures of facilities projects. The incumbents in this classification provide the school community with analytical investigative duties related to the facilities planning program which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS:
 The Facilities Planning Analyst is a specialized classification responsible for the analysis of a variety complex district-wide programs such as student enrollment, facilities utilization, and construction project financial reporting.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:
The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Analyzes data (e.g., school boundaries, enrollment projections, developer fees for new construction) and provides recommendations for school site capacity/room usage and budgetary planning.
- Communicates with administrators, personnel, and outside organizations (e.g., staffing projections and allocations, facility use, demographic trends, attendance boundary adjustments) to balance enrollment, resolve issues and conflicts, and exchange information.
- Prepares and maintains manual and electronic documents, files, records, and reports (e.g., site maps, Arc GIS maps, multi-year enrollment and demographic trends and projections, school capacity and room utilization, student school-to-school overflows, attendance area modifications, bond expenditures, State forms, archival information) to provide up-to-date reference materials and balance school enrollment.
- Creates and maintains staffing projections and allocations to staff according to student enrollment needs.
- Participates in meetings, workshops, and seminars as assigned (e.g., staff, community groups, parent groups, city) to convey and/or gather information required to perform job functions.
- Presents to a variety of groups (e.g., Board, subcommittees, funding agencies, community groups) to provide information, make recommendations, and/or ensure compliance with established guidelines.
- Researches a wide variety of information (e.g., local birth rates, enrollment trends, funding allocations) to develop new programs/services, ensure compliance with relevant requirements, secure general information for planning, take appropriate actions, and/or respond to requests.
- Responds to inquiries (e.g., administrative staff, local inspectors, contractors, architects, the public) and provides required information and/or refers questions to appropriate source.

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- Reviews county and municipal development plans to analyze data and predict future demographic trends for planning and facility use purposes; provides formal written responses to communicate the District's position on projects associated District developer fees.
- Serves as a liaison between the department and architects/contractors to facilitate communication.
- Take photos and records videos of facilities projects for presentation at Board, committees, and community meetings.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Applicable standards, requirements, practices, guidelines, codes, policies, regulations and/or laws related to school facilities planning, student enrollment, overflow placements, school boundaries, and construction project accounting
- Principles, practices, procedures, and techniques used in the research, collection, analysis, interpretation, and reporting of statistical and financial data
- Terminology, practices, and procedures used in demographic and data evaluation
- Projection methods for birth, population, housing, and enrollment trends
- Operation of a computer, related peripherals, and assigned software (e.g., Word, Excel, Geographic Information Systems (Arc GIS), Adobe InDesign, and student and financial information systems)
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Report writing, and statistical and financial record-keeping techniques
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communications skills
- Statistical and mathematical computations

Skills and Abilities to:

- Interpret, apply, and explain applicable laws, codes, rules, regulations, policies, and procedures
- Perform a variety of specialized duties involved in the research, collection, processing, analysis, interpretation, and reporting of data related to school facilities planning, multi-year enrollment projections, demographics, construction project accounting and other assigned areas
- Interpret findings, analyze data, and provide related recommendations
- Communicate effectively both orally and in writing with diverse groups and individuals
- Establish and maintain cooperative and effective working relationships with others
- Operate a computer, related peripherals, and assigned software applications
- Assemble, organize, prepare and maintain a variety of narrative and statistical lists, records and reports
- Verify and assure integrity and accuracy of data and reports
- Work independently with little direction
- Plan and schedule work to meet deadlines and schedules
- Adapt to changing work environment and/or priorities
- Analyze situations accurately and adopt an effective course of action
- Perform accurate mathematical and statistical calculations

RESPONSIBILITY:

Responsibilities include working independently under broad organizational guidelines to achieve unit objectives; leading, guiding and/or coordinating with others; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

Bachelor of Arts or Bachelor of Science degree with an emphasis in mathematics, public administration, business, statistics, geographic information science, economics, construction management, architecture, engineering or closely related field.

EXPERIENCE REQUIRED:

Two (2) years of professional experience requiring the analysis, research, and review of demographic, financial, and/or facility planning support systems.

LICENSE(S) REQUIRED:

- Valid, current California Driver’s License to drive to various district sites.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam (C) through District’s provider at District’s expense

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- This job is performed in a generally clean and healthy indoor office environment
- Generally the job requires sitting for extended periods of time, with some walking and standing
- Visual acuity to see/read documents, computer screen and drive a vehicle
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Lifting, carrying, pushing, and/or pulling files and other office objects
- Stooping/crouching, reaching/handling, bending at the waist, and kneeling to retrieve and store materials