

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Performance Management Specialist	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	1012	WORK YEAR:	12 Months
DEPARTMENT:	Assigned Location	SALARY:	Range 56 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL:	06-30-10
		HR REVISION:	10-11-11

BASIC FUNCTION:

Provide complex, technical administrative support by managing the work of the district's Project Management Oversight Committee (PMOC), Opening of School Project, School Quality Review (SQR) process, and other projects as assigned.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Lead and facilitate PMOC meetings, which is the management process utilized to implement the goals of the district's Strategic Plan; develop PMOC presentation schedule for project charter teams and tactic management plans; provide project management training to project owners and stakeholders. **E**

Monitor school site categorical budgets to ensure compliance with their school development and improvement plan; monitor school site categorical budgets and expenditures for conformity with requirements, guidelines, and regulations. **E**

Work with project owners and stakeholders to refine strategic plan language and add tactics if needed. **E**

Communicate and meet regularly with project owners and managers to monitor project progress; review charter and tactic management plan documents prior to presentation to PMOC. **E**

Address issues and challenges as they arise, assist in removing barriers inhibiting the progress of the project charter teams. **E**

Track and measure charter performance targets, utilizing tracking tools to ensure all goals, objectives, strategies, and tactics of the strategic plan are met on time, on budget, and involve critical stakeholders. **E**

Take notes in PMOC meetings and presentations, and distribute to stakeholders; track action items identified during project charter presentations. **E**

Develop a monthly Strategic Plan Update to the Board of Education based on presentations made to PMOC during the month. **E**

Collect, organize, and edit submissions from all project charter teams for quarterly Strategic Plan Updates to the Board of Education; forward to the Communications Office for final edits and distribution. **E**

Develop and maintain the strategic plan shared site. **E**

Assist school sites with development of their School Development and Improvement Plans (SDIP). **E**

Monitor school sites for compliance with School Site Council regulations and SDIP benchmarks and timelines. **E**

Lead and manage the Opening of School Project; gather information from all departments and divisions regarding progress toward objectives; monitor benchmarks, and assist department heads with setting goals and benchmarks; prepare reports for Superintendent and Cabinet; facilitate discussion and problem-solving sessions with those involved in the project. **E**

Provide oversight of the School Quality Review (SQR) process by tracking schools that have completed the SQR, schools that need to go through the SQR process, and identifying participants on each SQR, etc. **E**

Create presentations as needed; perform other assignments and projects as determined by assigned supervisor. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Research and analyze data utilizing computer database management and spreadsheet programs; coordinate the collection and preparation of data through computer-generated reports; provide, update, and maintain data and reports required by outside agencies or the district. **E**

Monitor the progress and integrity of data submitted to governmental agencies; monitor and meet submission timelines for reporting requirements. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Assist with the coordination of projects with other departments to design and implement computer-generated reports and process data from a variety of software programs. **E**

Receive, monitor, and transmit documents; prepare correspondence, make copies, file documents, order and maintain supplies and equipment; operate a vehicle to conduct work; lift light objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE

Any combination equivalent to: associate's degree, and four years of increasingly responsible experience providing administrative support, record-keeping, and project management.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license; provide personal automobile, and proof of insurance. Overall scores in computer software testing program preferred as follows:

Keyboarding.....	55 Correct WPM
Word.....	80% Overall Score
Excel.....	80% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School system and departmental activities, project management processes, regulations, and procedures.

Database management, research methods, word processing, record keeping, and reporting procedures.

Applicable sections of the State Education Code, other state and federal laws, rules, and regulations related to assigned activities.

Strategic Plan and School Quality Review.

Presentation, communication, and public speaking techniques.

Facilitation skills, as well as oral and written communication skills.

Office management techniques.

Interpersonal skills using tact, patience, and courtesy.

District organization, operations, policies, and procedures related to assigned function.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Paperless electronic filing systems.

Operation of a computer, related software, and standard office equipment.
Health and safety regulations.

ABILITY TO:

- Perform the basic function of the position.
- Learn and assimilate new programs or procedures.
- Coordinate multiple projects.
- Address issues and challenges as they arise.
- Facilitate, lead, and coordinate meetings and presentations.
- Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
- Understand and follow oral and written instructions.
- Work independently, handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Record or take notes at meetings, and transcribe minutes accurately.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Research, analyze, compile, and verify data, maintain records, and prepare reports.
- Work in a team environment.
- Analyze situations accurately, and adopt an effective course of action.
- Communicate effectively, both orally and in writing.
- Lift light objects according to safety regulations.
- Compose correspondence and written materials independently.
- Operate a computer, related software, and standard office equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to make presentation and exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.

APPROVALS:

Jess Serna, Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date