



# RUSD

RIVERSIDE UNIFIED  
SCHOOL DISTRICT

<b>CLASS TITLE:</b>	<b>FACILITIES ANALYST</b>
<b>WORK YEAR:</b>	<b>261 workdays</b>
<b>VACATION:</b>	<b>27 Days</b>
<b>REPORTS TO:</b>	<b>Director, Facilities Planning and Development</b>

### **BASIC FUNCTION:**

Under the direction of the Director of Facilities Planning and Development, provide specialized assistance in the support of the District's Capital Facilities Program which includes: land acquisition, new construction, modernization and reconstruction; assist performing specialized tasks conducting a variety of studies and preparing related reports; provide support according to projects assigned; assist in preparing and monitoring project budgets; assist in updating the facilities master plan, and assist in the preparation of planning and construction documents; perform moderate analytical, technical, and administrative work in support of the office budget technician; demographics analysis; provide support to all projects; assist in preparing project budgets; assist with project management, purchase orders and contracts.

### **DISTINGUISHING CHARACTERISTICS:**

This single position classification has delegated responsibilities for the review and processing of a variety of forms and documents and project responsibilities for the capital facilities program. The duties are performed with considerable independence.

### **REPRESENTATIVE DUTIES:**

- Preferred but not required: Utilize ESRI's ArcMap and ArcCatalog and be able to edit geospatial data, conduct spatial analyses, and map preparation.
- Oversees specialized studies which include but are not limited to annual enrollment projections, annual development analysis, bi-annual fee justification study, annual schools facilities needs analysis, new site analysis reports, and annual facilities use and capacity analysis.
- Complete and submit State Allocation Board (SAB) forms within required timelines; receive and log SAB approvals; submit amended forms to update data and maintain eligibility with SAB; answer questions on the classification and processing of documents of SAB projects.

- Assist with construction projects, including preparing and maintaining project budgets and expenditure reports, work closely with Purchasing Department and Business Services for all budget related actions; interpret project plans; attend project planning and construction meetings as needed.
- Review and comment on environmental documents and perform all tasks related to CEQA and DTSC.
- Process incoming requests for expenditures and related correspondence and transfers; verify availability of funds, correct budget codes, completeness of paperwork and signatures.
- Apply approvals of electronic documents including requisitions and appropriation transfers; determine documents requiring approval, review for accuracy and completeness, process approval, review file to confirm approval accepted.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Knowledge of applicable federal, state, county, local municipal laws
- Interpret Title 5 and Education Code related to school facilities
- State Allocation Board programs and forms.
- School facilities construction and bidding process.
- Interpretation of maps, enrollment projections and other environmental reports.
- Escrow procedures and authorizations; appraisal information and procedures.
- Applicable DTSC and CEQA statutes, laws, rules and procedures.
- Statistical and research methods for the collection, analysis and presentation of a variety of data.
- Preferred knowledge of ESRI's ArcMap software.
- California Department of Education School Facility Design processes and forms.
- Operation of a computer and assigned software.
- Correct English, grammar, spelling and punctuation.
- Reading and writing communications skills.
- Social, cultural and linguistic diversity of District, city and community.

### **ABILITY TO:**

- Organize and report data with strong attention to detail and accuracy and ability to solve complex research questions.
- Interpret and evaluate research results.
- Proficient in MS Excel.
- Interpret California Code of Regulations Title 5 Education Code.
- Work with consultants, community, and school sites.

- Make independent decisions regarding planning issues; make judgments regarding projects, yield factors and other data.
- Interpret city and county planning and zoning information and its impact on the District.
- Prepare accurate maps, plans, charts, graphs and tables.
- Understand and interpret construction documents
- Perform complex professional planning work with a minimum of supervision; meet urgent schedules and time lines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Make simple arithmetic calculations; compute square footage and acreage.
- Work confidentially and with discretion; function within appropriate line-staff relationships.
- Maintain consistent, punctual and regular attendance.
- Perform the essential functions of the job.

### **EDUCATION AND EXPERIENCE:**

- Candidate must have a Bachelor's degree from an accredited four-year college or university with a major in geography, business administration, accounting, educational facilities planning, city planning, architecture, social sciences, or a related field.
- Alternatively, two years' experience in any type of research, facilities planning, architecture, city planning, accounting, business administration, geography, or a related field.

### **WORKING CONDITIONS:**

#### **Physical:**

- Ability to push, pull, and transport instructional and/or presentation materials
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels
- Ability to bend, twist, stoop and reach
- Ability to drive a personal vehicle to conduct business
- Lifting or moving objects, normally not exceeding twenty (20) pounds.
- Sitting for extended periods at a time
- Dexterity of hands and fingers to operate a computer keyboard.

**Mental:**

- Ability to organize and coordinate schedules
- Ability to analyze and interpret data
- Problem solving
- Ability to communicate with the public
- Ability to read, analyze and interpret printed matter and computer screens
- Ability to create written communication so others will be able to clearly understand the written communication
- Ability to communicate so others will be able to clearly understand a normal conversation
- Ability to understand speech at normal levels

**Environment:**

- Indoor – frequently
- Outdoor – occasionally
- Ability to work at a desk and in meetings of various configurations
  
- Office environment
  
- Numerous interruptions

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.