

Education Finance Consultant 3

I. KIND AND LEVEL OF WORK

Under administrative direction, an employee in this class performs expert professional educational financial administration and analysis work. Positions at this level provide program and finance leadership and consultation to state policy-makers, local program administrators, and school district and charter school financial advisors in the area of long-term planning; provide expertise in the statutory requirements and options related to district organization to assist districts in reorganization plans to be approved by the commissioner; and work with agency management and government relations regarding possible changes to current or new funding legislation, including benefits, detriments, and strategic direction.

II. DISTINGUISHING CHARACTERISTICS

Positions in the Education Finance Consultant 2 classification direct the administration of a major funding program(s) and require seasoned expertise in education funding. At this level, results are typically short-term program funding objectives. Positions require indirect supervisory oversight, and funding decisions are within known laws and policies. Positions in the Education Finance Consultant 3 classification require a greater depth of education funding knowledge to lead education finance research, analysis, and policy development and consult in the area of new and long-term education funding planning and capital programs. Incumbents encounter more novel situations requiring interpretation and creative solutions with little oversight.

III. EXAMPLES OF WORK/DUTIES

- Coordinate new and long-term funding plans approval processes for schools in Minnesota, including translating general legislative language into specific administrative procedures; providing consultation, performing site visits and other processes necessary to evaluate proposed projects.
- Provide consultation regarding the full range of available aid, new and long-term funding and capital programs to school districts and other stakeholders so as to facilitate sharing of information and clear understanding of education funding policies and funding streams, sound local budgeting, compliance of programs with laws and rules, and proper completion of documentation and reporting.
- Advise Department of Education management and other executive policymakers and their staff on issues related to new and long-term education funding planning and capital programs.
- Prepare sections of the Governor's Education Budget document and related legislation addressing these new and long-term education funding and capital programs. Provide

information and expert opinion to the Governor, Governor's staff, and legislature to assist the Governor in fulfilling the statutory requirement for executive education and property tax budget proposals and providing executive support to the work of the legislative committees.

- Conduct research, analysis, and fiscal policy development related to education long-term funding planning and capital programs in Minnesota, including developing projection models, systems and narratives for budgeting, cash-flow and capital categorical programs, so as to maximize the equity, efficiency and effectiveness of expenditures, cash-flow analysis and budgeting.
- Studies education financing structure and theories of financing education to initiate policy objectives facilitating executive decision-making by synthesizing departmental and outside data sources, researching academic journals and other reference materials.

IV. KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Minnesota K-12 education finance laws, rules and administrative procedures sufficient to design and implement data collection systems for programs, and explain the operation of the full range of funding and capital revenue programs to agency management, other executive policy makers, legislators, legislative staff, local officials and the general public.
- Public and education finance theory and practice sufficient to evaluate the adequacy, equity and efficiency of the Minnesota education finance system; design alternative financing methods which facilitate the attainment of state policy goals.
- School district management and financial accounting sufficient to assess and explain the impact of current and alternative education finance policies on school district budgeting, accounting and reporting.
- Research methods and statistics sufficient to design, implement, and explain research on policy issues so that research conducted provides sound information for legislative and executive decision-making.
- Generally Accepted Accounting Principles, Uniform Financial and Reporting Standards and auditing standards sufficient to interpret and to apply them to governmental fund accounting and auditing in Minnesota school districts.

Skills in:

- Communication in order to respond to questions, present analysis of difficult and sometimes controversial issues, and write reports, publications and memoranda clearly explaining complex technical subjects to management, government officials, state organizations, legislative staff, the public, and the press.
- Human relations to deal with people from diverse backgrounds and interests.
- Critical thinking to define a problem, identify major constraints and variables, identify reasonable alternatives and present clear analysis.

Ability to:

- Work effectively in group settings facilitating a free flow of information and analysis with other department teams, other state agencies, the legislature, school districts and community agencies and resolving situations in a tactful manner.

LICENSURE/CERTIFICATION/STATUTORY REFERENCES

N/A

SPECIAL WORK CONDITIONS

N/A

REFERENCES

Former title(s): Education Finance Specialist 2, 08/1985

REVISION HISTORY

Established 08/1985

Revised 06/2024

Title Change 06/2024