

**Leon County Public Schools  
Classification Specification**

Salary Grade 27

**Summary Information:**

**Classification Title:** Facilities/Construction Analyst

**Date Prepared:** 12/2003

**FLSA Status:** Exempt

**Typical Decisions and Recommendations Provided to Others:**

This position requires the regular exercise of independent discretion and judgment within defined policy parameters in area of specialty. Work follows specific procedures, however the incumbent may determine priorities, organize own work and occasionally make exceptions to procedures.

**Activity Identification**

**Activity Name**

|     |                                   |  |
|-----|-----------------------------------|--|
| 081 | Project Administration (Nongrant) | Control and monitor projects, oversee administrative details, such as contract billings, project budgets, status reports, etc. Excludes grant administration.  |
| 392 | License/Permit Management         | Manage appropriate licenses and permits as required by construction/renovation projects.   |
| 042 | Document Processing               | Complete and process applications or forms, excluding funded program items.  |
| 023 | Department Records                | Maintain and control records. Includes logs, cost records, personnel records, rosters, and general records.  |
| 046 | Document Review                   | Review and/or revise reports and documents for accuracy and completeness. This does <u>not</u> include the review of reports and documents covered under subsequent activities.  |
| 505 | Records Management/Maintenance    | Maintain large numbers of records or files in storage. May involve establishing mechanisms for retrieval and documenting destruction. This activity does <u>not</u> include normal record keeping or filing associated with clerical or similar support positions. |
| 045 | Report Preparation (Non-Board)    | Prepare required reports. This does <u>not</u> include reports for the Board.  |
| 077 | Technical Assistance              | Provide consultation and assistance regarding specific matters within identified area of expertise.  |
| 005 | Staff Coordination                | Coordinate the activities of one or more staff. Assist in scheduling and administrative requirements.  |
| 020 | Reception Services                | Receive and assist all persons who come into the office.   |
| 638 | Job Scheduling                    | Develop and/or maintain job schedules. Submit jobs for processing. Maintain records/logs of jobs completed.  |
| 646 | Data Inquiry/Access               | Use computer terminals to access data.   |
| 029 | Correspondence                    | Prepare correspondence. Check for grammar and punctuation. May include translations.   |

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### Activity Name (cont.)

|       |                                       |  |
|-------|---------------------------------------|--|
| 021   | Word Processing/Typing                | Type forms, reports, memos, minutes, correspondence, newsletters, flyers and/or handbooks. Includes word processing and formatting forms .   |
| 322 A | Budget Monitoring – Department/School | Monitor expenditures and adjust school/department budgets, as needed.  |
| 047   | Professional Meetings                 | Attend professional association meetings <u>as required</u> .  |
| 001   | Direct Supervision                    | Control, review, verify, observe, and manage the work of people reporting directly to you.   |
| 002   | Indirect Supervision                  | Plan and direct the work of people who do <u>not</u> report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority). |
| 009   | External Liaison                      | Coordinate activities or programs with outside agencies, such as vocational rehabilitation, police and fire departments and federal agencies, etc. Communicate information internally. Does <u>not</u> include parent liaison.                   |
| 316   | Public Relations                      | Address questions, concerns and requests from members of the public.   |
| 613   | Self-Development                      | Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.  |
| 039   | Cross Functional Collaboration        | Plan and implement the actions/activities of the district/area/school staff from different offices/departments working in a collaborative fashion, drawing on diverse skills and strategies.   |
| 478   | Requisitions                          | Prepare requisitions and submit to purchasing for processing.  |
| 608   | Leave Records                         | Maintain leave records. Monitor and record leave accrual for employees. Prepare required reports.  |
| 032   | Time Records                          | Maintain time records.   |
| 227   | Maintain Certification(s)             | Maintain current certifications such as CPR, First Aid, LPN, etc.  |
| 999   | Assigned Duties                       | Perform other duties as assigned.  |

### General Classification Specification Factors:

|                                    |   |
|------------------------------------|---|
| <b>Education/Experience:</b>       | B.A. or B.S. Degree with three years related experience; or<br>A.A. Degree with five years related experience; or<br>High School diploma or equivalent with seven years related experience.   |
| <b>Supervisory Responsibility:</b> | Yes   |
| <b>Type of Supervision:</b>        | Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity. |
| <b>Effective Date:</b>             | 01/13/2004  |