



POSITION VACANCY ANNOUNCEMENT

October 15, 2009

Closing Date: October 28, 2009

(Position will close after ten working days from date of listing or until filled.
Application review will begin on October 29, 2009).

Title: STATISTICAL ANALYSIS MANAGER

Position Number: 2208-3039

Grade: C121

State LEA Funding

DUTIES:

Develop financial systems and procedures necessary to evaluate district financial reports; provide financial analysis on data collected from districts in order to prepare various required reports, assist in the calculation and distribution of various state aid categories; provide assistance in reviewing loans and bonds applications from districts, ensuring all applicable federal and state laws, policies, and guidelines are met. Collaborate and coordinate with schools, school districts, educational service cooperatives and open enrollment charter schools as necessary to analyze reports or applications for loans and bonds; prepare a variety of reports and recommendations writing detailed analyses of findings to support recommendations; provide administrative assistance to unit coordinator; and perform related responsibilities as required or assigned.

SPECIAL REQUIREMENTS:

Knowledge of principles and practices of accounting, state and federal laws, regulations and guidelines applicable to education finance and accountability; knowledge of principles and practices of organization management and loans and bonds administration; ability to analyze programs and recommend implementation methods or modifications, coordinate activities with other sections, agencies, services and organizations; ability to interpret and apply federal and state guidelines and regulations; ability to plan, prepare, and present oral and written reports to varied audiences; ability to interpret and apply laws, rules and policies governing public expenditures, analyze financial data, project outcomes, and recommend future actions; ability to compile and analyze detailed records and prepare financial and narrative reports using complex spreadsheets and database applications.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in mathematics, business administration, or a related field; plus four years of experience in statistical activities or a related field, including one year in a leadership or supervisory capacity. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements, except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PENDING HIRING FREEZE APPROVAL

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 204B, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-4211. **Visit our website at Arkansased.org or www.arstatejobs.com.** To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.