

Job Category: 0301

Exc. Qual. Std.: 71

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Authority: Public Law 95-561


Director, OIEP
2-5-04

BUSINESS SPECIALIST/MANAGER

CATEGORICAL PAY LEVELS

Minimum Pay Level: 03

Maximum Pay Level: 07

DESCRIPTION OF WORK

The Specialist/Manager performs, supervises, directs, coordinates and/or advises on work involved in providing or obtaining a variety of essential management services for line education programs and schools. Any combination of the following services or similar/related activities may be involved: funds management (includes encoding and remote data entry payments), human resources management, management analysis, procurement, P.L. 93-638 contracts and P.L. 100-297 grant Part A and/or B administration (including, and planning, design, monitoring and/or construction grants, payment processing), property and supply management, space management, public information, safety, and security. The Business Specialist/Manager assists and advises both the head of the organization and other officials in the organization in matters pertaining to educational business and administrative management services. The primary purpose of these positions is to facilitate the accomplishment of the work of the organization through providing, obtaining and/or coordinating management services and integrating them with the general management of the organization. The Business Manager often supervises administrative staff, including clerks, secretaries, and business technicians/specialist. May be called upon to serve as Acting Education Line Officer at the 05, 06 and 07 level on an as needed basis. Only one Business Manager at the 05 through 07 levels is authorized for any Education Line Office without specific advance approval from the appropriate Education Line Officer. Individuals employed in these positions serve as the designated Awarding Official for P.L. 93-638 contracts and grants.

Additionally, these positions may function as a contracting specialist, exercising Warrant Level 1A/B acquisition authority for specific procurement activities. Must have completed all required formal training for delegated warrant level. Consults with supervisor on controversial situations. In conjunction with this responsibility, may serve as the Bank of America Charge Card (Master Card) Reviewing Official, responsible for oversight and monitoring of the use of the Department of the Interior (DOI) integrated Master Card for

official purchase, travel and/or fleet transactions for school or Line Office. Reviews requisition purchase requests prior to approval of the Education Line Office or Principal.

POSITION TITLES AND LEVEL OF RESPONSIBILITY

Level 03 – Business Specialist: Level 03 is the entrance level for business specialists. Level 03 is the journeyman level position for programs with a budget responsibility up to \$3 million and/or a total personnel load up to 150. Except for very large schools, this position is normally the highest business specialist position at a school level. They may also function as trainees at Education Line Office, performing developmental assignments designed to equip them with the knowledge and skills to progress to the next pay level. The work involves less than full responsibilities for business activities within the Education Line Office where the workload warrants such a position. These positions involve the duties and responsibilities of serving as Budget or Financial Official for P. L. 93-638 contracts and grants for the Education Line Office.

Level 04 – Business Specialist: Level 04 is the journeyman level for business specialists at Education Line Office. The work does not involve the full range of business activities within the Education Line Office, where the workload warrants such a position. Business Manager: Level 04 Business Manager is the professional level position for programs and responsibilities at large schools with budgets above \$3 million and/or a total personnel load over 150 employees. It may also be a professional level position at small Education Line Office, serving as the only business manager for that Line Office. Business managers at all levels are normally responsible for the entire scope of administrative activities; any variation requires advance approval from the appropriate Education Line Officer. These positions involve the duties and responsibilities of serving as Budget or Financial Official for P. L. 93-638 contracts and grants for the Education Line Office.

Level 05 - Business Manager: Level 05 is normally the Education Line Office level position which have responsibilities for the Education Line Office and one or more Bureau operated schools which delegate the provision of these services to the Education Line Office. This position always carries the full range of business management duties and responsibilities, including human resources, contracts, property management and other administrative programs for an organization. Additionally, provides training and technical assistance to school and Line Office business staff and other education personnel on various administrative issues. This position is also designated, and exercises the full range of duties and responsibilities of Awarding Official for P. L. 93-638 contracts and grants for the Education Line Office, including schools within service area. May also be designated the Bank of America (MasterCard) Charge Card Reviewing Official, responsible for approval, oversight and monitoring of the use of DOI integrated charge card Bank of America (MasterCard) Charge Card for official purchase, travel and/or fleet transactions up to \$10,000.

Level 06 - Business Manager: Level 06 is only an Education Line Office level position and includes all responsibilities of Level 05. Additionally, provides advisory and technical services to at least three tribes or a minimum of 6 Bureau operated schools and provides training and technical assistance to Line Office staff, school principals, business managers,

specialists, and technicians on various administrative issues. This position is also designated, and exercises the full range of duties and responsibilities of Awarding Official for P. L. 93-638 contracts and grants for the Education Line Office, including schools within service area.

Level 07 - Business Manager: The 07 Business Manager is only an Education Line Office level position and includes all responsibilities of the Level 06 Business Manager. Additionally, provides advisory and technical services to at least five tribes or a minimum of 8 Bureau operated/funded schools, and provides training and technical assistance to Line Office staff, school principals, business managers, specialists, and technicians on various administrative issues. This position is also designated, and exercises the full range of duties and responsibilities of Awarding Official for P. L. 93-638 contracts and grants for the Education Line Office, including schools within service area. This includes providing advisory and technical services and training on contracting and/or granting under P. L. 93-638. May serve as P.L. 93-638 Awarding Official for other education line offices on an as needed basis.

Use the basic title without parenthetical specialty title as the official position title for those positions that include two or more specialized business functions when none predominates or no established specialty. Use the following parenthetical titles for technician and specialist positions to denote specialty area: accounting, human resources, financial, property and supply, procurement, and management analysis. Business manager positions should have no specialty, since it always carries the full range of business management duties and responsibilities.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS

Level 03 – Specialist: Bachelor's Degree in Business or Education Administration, or closely related field.

Level 04 – Specialist or Manager: Bachelor's Degree in Business or Education Administration, or closely related field and one year related experience; or Master's Degree in Business or Education Administration.

Level 05 – Manager: Bachelor's Degree in Business or Education Administration, or closely related field and two years related experience; or Master's Degree in Business or Education Administration and one year closely related experience; or Doctoral Degree in Business or Education Administration.

Level 06 – Manager: Bachelor's Degree in Business or Education Administration, or closely related field and three years related experience; or Master's Degree in Business or Education Administration and two years closely related experience; or Doctoral Degree in Business or Education Administration and one year closely related experience.

Level 07 – Manager: Bachelor's Degree in Business or Education Administration, or closely related field and five years related experience; or Master's Degree in Business or Education Administration and three years closely related experience; or Doctoral Degree in Business or Education Administration and two years closely related experience.

The education requirement for Business Specialist/Manager requires a Bachelor's Degree (or higher) in education or business administration or closely related field which includes or is supplemented by a minimum of 24 semester hours from the following business disciplines: accounting, business/school finance, law, contracts, economics, operations management, business management and policy, management information systems, marketing, and organization management.

Related experience for a Business Specialist/Manager is professional or journeyman level experience in business administration, accounting, management or other related business fields or experience doing comparable work at the next lower level of difficulty.

CONDITION OF EMPLOYMENT:

A valid State Driver's license is a prerequisite, if the position requires operation of a motor vehicle in performance of work. Some positions involve work requiring extensive driving between work sites throughout the geographic jurisdiction of the Education Line Office. A valid State Driver's license must be maintained as a condition of employment; failure to do may result in removal from the position.

PHYSICAL REQUIREMENTS

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

The position requires normal physical activity with the work, field travel, and to attendance at meetings and conferences from the duty station.