

Office of State Budget and Management
Establish New, Receipt-Supported Positions
(G.S. 143-34.1)

Agency: Department of Public Instruction **Division:** Exceptional Children Division

Budget Code: 13510 **Center Title:** Curriculum & School Reform Services Area **Center Number:** 1600

***** Position Information *****

Proposed Classification: Exceptional Children Business and Process Analyst **Proposed Salary Grade:** 78

Salary Range: \$44,131- \$73,475 **Proposed Effective Date:** 10/01/04

Number of Positions: 1

	<u>Center Authorized Budget</u> <small>As of 8/31/04</small>	<u>Current Request</u>
Total Budget	\$32,293,111	\$86,800
Receipts	25,763,783	86,800
Appropriation	\$ 6,529,328	\$ 0

Funding Source(s): Federal Grant - Individuals with Disabilities Act (IDEA Part B, 611)

Justification for Position (including description of duties and responsibilities):

The Exceptional Children Division is schedule to complete its new CECAS (Comprehensive Exceptional Children Accountability System) database by the end of 2004. The current contract Project Manager will be phased out. A position is needed to oversee the daily operation of the CECAS. As with all process automation initiatives, it is important to keep an enterprise-level perspective to maintain a big picture of how all projects within a given area fit together to meet the needs of the business. A business and process analyst would provide a dedicated resource to understand the EC technology needs and ensure that the systems in place evolve to meet changing EC needs, or that new systems are developed.

Responsibilities:

- System requirements definition and validation
- Conduct design sessions for systems built in-house, and facilitate discovery/requirements sessions for outsourced systems
- Maintain and document the EC business processes that are in the process of being automated or need to be automated

Statutory Reference for Request

20 U.S.C. Chapter 33, § 1415 on Procedural Safeguards
in the IDEA 34 C.F.R. § 300.507

Dr. Elsie Leak
Presentation to be made by

on filed hardcopy
Agency Head Signature

Associate State Superintendent
Title

State Budget Officer Signature