

**CLASSIFICATION: Business and Noninstructional
Operations****ADOPTED: 9/13/95
REVISED: 11/12/15
REVIEWED: 10/20/15****SUBJECT: Concepts and Roles****PAGE: 1 of 2**

The County Superintendent of Schools establishes and maintains business and certain other noninstructional operations as a division of the San Diego County Office of Education. The Business Services Division shall support the facilities, property, grounds, schools, and programs operated by the County Superintendent of Schools. In addition, the Business Services Division shall provide a variety of services to local school districts and shall comply with all mandated business functions placed on county superintendents of schools.

The major functions performed in the Business Services Division are as follows:

1. Support applicable adopted goals of the San Diego County Office of Education.
2. Administer the County School Service Fund and Special Funds budgets.
3. Oversee the investment of the funds of the County School Service Fund and other public educational agencies in the County Treasury.
4. Provide mandated and authorized services for the internal functions of the office including budget and finance, financial reports, purchasing, inventory, annual audit, and risk management.
5. Provide mandated and authorized services on a regional and countywide basis to 42 school districts and 5 community college districts.
6. Establish and maintain regionalized services to provide economies of scale through consortia and partnerships including, but not limited to, the Voluntary Employees Benefits Association (VEBA), Risk Management Joint Powers Agreement (JPA), and Fringe Benefits Consortium (FBC).
7. Analyze the San Diego County Office of Education financial condition and recommend financial plans in accordance with the mission and goals of the San Diego County Office of Education.

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8. Meet legal responsibilities of the districts, the County Superintendent of Schools, and County Board of Education.
9. Assess, identify, and respond to business and financial needs of school districts.
10. Establish and maintain effective internal controls.
11. Prepare payroll and related tax and retirement reports, and audit commercial warrant expenditures.
12. Support online payroll, financial, and student report systems for the San Diego County Office of Education and local school districts.
13. Monitor budgets and finance, oversee audit compliance, conduct studies, and use intervention processes to assist local county school districts.

The County Superintendent of Schools shall periodically evaluate the status of the activities of the business and noninstructional operations of the San Diego County Office of Education.