

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3582800

Coordinator Bureau State Aid, M-4 3582800

Brief Description of Class

The Coordinator Bureau State Aid oversees the Office of State Aid by directing the determination and distribution of the correct amount of State Aid to public school districts and BOCES in a timely manner and provide accurate and timely data for use in State Aid projections.

This position is classified only at the State Education Department (SED).

Distinguishing Characteristics

Coordinator Bureau State Aid: one position class; is responsible for the management of all activities related to the review and payment of State Aid claims; and provides direction and leadership with regard to the operations of the State Aid Claim Units and State Aid Payment Unit.

Related Classes

Education Finance Specialists 4 directs a unit in the Chief Financial Office; supervises two or more Education Finance Specialists 3; and oversees a major multidisciplinary work team or function.

Chief Education Programs coordinates the development of policy, manages program development; oversees the operations of the School Turnaround Office; and administratively supervises Supervisor Education Programs staff.

Education Program Manager 1 coordinates the development of policy, manages program development, and oversees the operations of assigned program office; administratively supervises Supervisor Education Programs, Grade 28, and staff.

Illustrative Tasks

Oversees the annual claiming, processing, and payment of State support for public education.

Monitors fiscal management and information technology systems that provide State financial support of educational programs.

Leads the development of improved reporting tools and claims management.

Provides personnel leadership to the state aid unit as a whole, including succession planning and mentoring.

Oversees data collection required to support State aid claims, payments, and projections.

Manages the review and approval of aid claims and the provision of technical assistance to school districts, counties, and BOCES.

Represents the Department on interagency task forces.

Oversees the distribution of education funding information to the Executive and legislative.

Minimum Qualifications

Promotion: One year of permanent service as an Associate in School Business Management, Chief Budgeting Analyst, Supervising Budgeting Analyst, Supervising Accountant, Education Finance Specialist 3, Program Research Specialist 4, or Supervisor School Business Management.

Open Competitive: Eleven years of professional experience* in elementary, middle or secondary education or in an educational oversight agency with responsibility for education finance, education finance research, or fiscal management; OR professional experience calculating financial support, reviewing criteria and authorizing payments, auditing or reviewing fiscal transactions, monitoring and overseeing financial activity, or analyzing financial data in an educational entity. Two years of this experience must have been at a managerial level.

*An associate's degree may substitute for two years of non-supervisory experience; a bachelor's degree may substitute for four years of non-supervisory experience; a J.D. or master's degree may substitute for one additional year of non-supervisory experience.

Note: Classification Standards illustrate the nature, extent, and scope of duties and

responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

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