



Stage 1 Business Analysis

California Department of Technology, SIMM 19A.3 (Ver. 3.0.9, 02/01/2022)

1.1 General Information

1. Agency or State Entity Name: **6110 - Education, Department of**

If Agency/State entity is not in the list, enter here with the [organization code](#).

[Click or tap here to enter text.](#)

2. Proposal Name and Acronym: **School Employee Salary and Benefits Data Collection (SESBDC) Project**

3. Proposal Description: (Provide a brief description of your proposal in 500 characters or less.)

Chapter 345, Statutes of 2024 [Assembly Bill (AB) 938] requires school districts, county offices of education, and direct-funded charter schools to report salary and benefits schedules for classified and certificated school employees to the California Department of Education (CDE). To allow for the annual data collection, the Financial Accountability and Information Systems (FAIS) Office of the School Fiscal Services Division (SFSD) is proposing a data collection system.

Due to the number of local educational agencies (LEAs) reporting and volume data to be reported to and analyzed by the department, it is critical that CDE have a web-based data collection system. This system will eliminate manual data entry, increase the quality of data received by having business rules and validation checks built in, and CDE to generate the mandated report to the Legislature and ad hoc reports for labor groups and other interested parties.

4. Project Planning Start Date: **11/14/2024**

5. Proposed Project Execution Start Date: **7/1/2025**

6. S1BA Version Number: **Version 1**

1.2 Submittal Information

1. Contact Information

Contact Name: **John Borasi**

Contact Email: jborasi@cde.ca.gov

Contact Phone: (916) 350-0545

2. Submission Type: **New Submission**

If Withdraw, select Reason: [Choose an item.](#)

If Other, specify reason here: [Click or tap here to enter text.](#)

Sections Changed, if this is a Submission Update: (List all sections changed.)

[Click or tap here to enter text.](#)

Summary of Changes: (Summarize updates made.)

[Click or tap here to enter text.](#)

3. Attach [Project Approval Executive Transmittal](#) to your email submission.

4. Attach [Stage 1 Project Reportability Assessment](#) to your email submission.

1.3 Business Sponsorship

1. Executive Champion (Sponsor)

Title: [Division Director](#)

Name: [Elizabeth Dearstyne](#)

Business Program Area: [School Fiscal Services Division \(SFSD\)](#)

2. Business Owner(s)

Title: [Education Fiscal Services Consultant](#)

Name: [Lindsay Valle](#)

Business Program Area: [Division Support Office, SFSD](#)

Title: [Administrator](#)

Name: [Masha Lutsuk](#)

Business Program Area: [Financial Accountability and Information Services \(FAIS\), SFSD](#)

3. Product Owner

Title: [Information Technology Manager I](#)

Name: [John Borasi](#)

Business Program Area: [Technology Services Division](#)

1.4 Stakeholder Assessment

The Stakeholder Assessment is designed to give the project team an overview of communication channels that the state entity needs to manage throughout the project. More stakeholders may result in increased complexity to a project.

1. Indicate which of the following are interested in this proposal and/or the outcome of the project. (Select 'Yes' or 'No' for each.)

State Entity Only: **Yes**

Other Departments/State Entities: **No**

Public: **Yes**

Federal Entities: **No**

Governor's Office: **No**

Legislature: **Yes**

Media: **No**

Local Entities: **Yes**

Special Interest Groups: **Yes**

Other: **No**

2. Describe how each group marked 'Yes' will be involved in the planning process.

State Entity Only: CDE SFSD FAIS Staff

- Role: Involved in the design, testing, and implementation of the SESBDC solution
- Responsibilities:
 - Participate in system design and end-user testing.
 - Develop business rules, validation checks, and system documentation.
 - Prepare staff and LEA training materials, issue passwords, establish due dates, and ensure accessibility and compliance of all system documents with Federal Section 508 of the Rehabilitation Act of 1973 (as amended in 1989).
 - After system release, manage the data collection process, coordinate with local educational agencies (LEAs), and support users.
 - Create the annual salary and benefits report for the Legislature and fulfill data requests.

State Entity Only: CDE Technology Service Division

- Role: Involved in the design, testing, and implementation of the data collection system for the SESBDC solution.

- Responsibilities:
 - Provide project management and procurement resources.
 - Manage requirements definition, system analysis and design, development, integration and system testing, and solution deployment.
 - Implement defined business rules, validation checks, and system documentation.
 - Support user acceptance testing, defect management, and production release.
 - Provide operational maintenance and support

Public: The public will be interested in the data, but they will not participate in the planning process.

Legislature: The Legislature will be end-users of the data, but they will not participate in the planning process.

Local Entities: LEAs (County Offices of Education, School Districts, and Charter Schools): LEAs will be both end-users of the system and end-users of the data collected. Selected LEA staff will also participate in pilot testing of the solution.

Special Interest Groups: Labor Groups (California Federation of Teachers, California Teachers Association, California Service Employees Association, and Service Employees International Union)

- Role: Consulted during the initial phase for input on relevant standards and practices to ensure consistent and uniform data collection.
- Responsibilities: End-users of the data but not involved in the full planning process.

1.5 Business Program

1. Business Program Name: Fiscal Accountability and Information Services Office

2. Program Background and Context: Provide a brief overview of the entity's business program(s) current operations.

The Financial Accountability and Information Services (FAIS) Office is responsible for providing LEAs with assistance and advice in the areas of budgeting, accounting, reporting, and financial management practices. FAIS oversees the Standardized Account Code Structure (SACS) and develops the financial reporting system that all LEAs use to report annual financial revenue and expenditure information and validates and reports that financial data to the public.

The salary and benefit data collection are currently conducted on a voluntary basis by the School Services of California, Inc., which provides data to the CDE for publishing on its website. The process is known as J-90 data collection and is referenced in the chaptered version of Assembly Bill 938 for reference.

3. How will this proposed project impact the product or services supported by the state entity?

This project will ensure the quality, accuracy, and timeliness of data the CDE will report to the public and the Legislature, which will use it to inform decision-making.

1.6 Project Justification

1. Strategic Business Alignment

Enterprise Architect

Title: [CIO, Technology Services Division Director](#)

Name: [Rodney Okamoto](#)

Strategic Plan Last Updated? [8/30/2005](#)

Strategic Business Goal: None

Alignment: [Click or tap here to enter text.](#)

TIP: Copy and paste or click the + button in the lower right corner to add Strategic Business Goals and Alignments as needed.

Mandate(s): [State](#)

Bill Number/Code, if applicable: AB 938

Add the Bill language that includes system-relevant requirements:

[EC 42238.016. \(a\) The department shall, by July 1, 2025, update the Salary and Benefits Schedule for the Certificated Bargaining Unit \(Form J–90\) to include salary data collection for classified school staff assigned to a schoolsite or sites, in the same manner as collected for certificated staff assigned to a schoolsite or sites, for the following classifications:](#)

[\(1\) Secretaries or administrative assistants.](#)

[\(2\) Custodians.](#)

[\(3\) Bus drivers.](#)

[\(4\) School food service workers.](#)

[\(5\) Instructional aides.](#)

[\(b\) The Salary and Benefits Schedule for the Certificated Bargaining Unit \(Form J–90\) updated pursuant to subdivision \(a\) shall be known as the Salary and Benefit Schedule for the Bargaining Units \(Form J–90\).](#)

[\(c\) \(1\) On or before January 31, 2026, and annually thereafter, school districts, county offices of education, and direct-funded charter schools as described in Section 47651 shall complete the Salary and Benefit Schedule for the Bargaining Units \(Form J–90\) for classified and](#)

certificated staff assigned to a schoolsite or sites and report the Form J–90 to the department. A school district that is the chartering authority or designated oversight agency of a locally funded charter school as described in Section 47651 shall complete and report the Form J–90 to the department for the locally funded charter school.

(2) School districts, county offices of education, and direct-funded charter schools may, for prior fiscal years not required pursuant to paragraph (1), complete the Form J–90 for classified and certificated staff assigned to a schoolsite or sites and report the Form J–90 to the department.

(d) On or before August 31, 2026, and annually thereafter, the department shall report to the Legislature, in compliance with Section 9795 of the Government Code, on the progress of school districts, county offices of education, and charter schools in increasing salaries for classified staff assigned to a schoolsite or sites and certificated staff assigned to a schoolsite or sites. This report shall include the following:

(1) The change in salary rates for certificated staff as compared to the 10 prior fiscal years or whichever year the Form J–90 was filed for first.

(2) The change in salary rates for classified staff as compared to the 10 prior fiscal years or whichever year the Form J–90 was filed for first.

(3) The salary rate changes year over year.

(4) The rate of salary change compared to the rate of yearly inflation as measured by the percentage change in the annual average value of the Implicit Price Deflator for State and Local Government Purchases of Goods and Services for the United States, as published by the United States Department of Commerce for the 12-month period ending in the third quarter of the prior fiscal year.

(5) The rate of total compensation changes year over year.

2. Business Driver(s)

Financial Benefit: No

Increased Revenue: No

Cost Savings: No

Cost Avoidance: No

Cost Recovery: No

Will the state incur a financial penalty or sanction if this proposal is not implemented? No

If the answer to the above question is “Yes,” please explain:

[Click or tap here to enter text.](#)

Improvement

Better Services to the People of California: **Yes**

Efficiencies to Program Operations: **Yes**

Improved Equity, Diversity, and/or Inclusivity: **No**

Improved Health and/or Human Safety: **No**

Improved Information Security: **Yes**

Improved Business Continuity: **Yes**

Improved Technology Recovery: **Yes**

Technology Refresh: **No**

Technology End of Life: **No**

1.7 Business Outcomes Desired

Executive Summary of the Business Problem or Opportunity:

AB 938 requires CDE to collect a significant amount of data from LEAs (271 data fields from approximately 2,220 entities yields an estimated 596,000 data points), analyze the data, and report the findings to the legislature annually. This is a substantial amount of data.

In AB 938, the Legislature states the goal of this data collection is “to establish a public education transparency and accountability lens to better inform the Members of the Legislature as to the impacts of the state budget on the pay and benefits of the education workforce by reporting salary and benefits data of certificated and classified employees and the impacts on the professional respect and competitiveness of pay and benefits for classified and certificated employees.”

Data collection using existing technology and software, such as Excel and PDF templates, without a web-based software solution creates challenges for both CDE staff, LEAs, labor organizations, and policymakers, such as:

- Increased risk of errors
- Inconsistent and redundant data collection and reporting
- Administrative burden, which reduces the amount of time focused on data analysis as well as delays in providing information to the field in a timely manner.

To address these challenges, SFSD proposes to utilize a web-based software application. A web-based solution would streamline the reporting process, control for common data entry errors, make compiling and analyzing data more accurate and efficient. There would be no licensing requirements and CDE is able to meet the data storage and hosting requirements on existing architecture.

Objective ID: 1.0

Objective: Reduce CDE staff time. Data collection by existing software options (Excel, PDF) is prone to a wide range of data entry errors, from incorrectly reporting the LEA’s name and/or County-District-School Code to typos in salary and benefits data. Some of these frequent errors can be fixed in-house through a cumbersome manual process, while others require outreach to

the LEA to confirm and obtain corrections. With a web-based system, some data validation work can be eliminated or significantly reduced by implementing quality control and efficiency features, such as pre-populating fields from existing CDE databases and in-form checks for incorrect characters and missing data in required fields.

The on-line system would allow CDE to open and close data reporting for all LEA's as well as specific LEAs in the case of corrections after the initial reporting window instead of requiring staff to manually handle late or corrected data. It will also eliminate the need for duplicative data entry by CDE staff. Further, staff would spend no time manually cleaning data, storing individual reports, and monitoring e-mail inboxes for incoming reports. A web-based data collection application would result in timely and accurate data used by LEAs, labor groups, researchers, and policy makers.

Metric: CDE staff hours required to process the data collected from one (1) LEA.

Baseline: 0.53 Hours

Target Result: 0.07 Hours

Objective ID: 2.0

Objective: Reduce LEA staff time. Data collection by existing software options (Excel, PDF) is prone to a wide range of data entry errors, from incorrectly reporting the LEA's name and/or County-District-School Code to typos in salary and benefits data. A web-based system would ensure that LEA CDS code and name is input correctly every time. Additionally, in-form checks would ensure characters are correct and required cells are not left blank. Further, some data reporting work can be eliminated or significantly pre-populating fields selectively based on whether the LEAs indicates changes have occurred to their salary and benefits packages have changed since the prior year. Web-based data collection will facilitate faster internal review by LEAs prior to data submittal to CDE as opposed to paper options or Excel or PDF based tools.

Metric: LEA staff hours required to enter data collected for one (1) LEA

Baseline: 3.73 hours

Target Result: 1.42 hours

1.8 Project Management

1. Project Management Risk Score: 0.4

Follow the instructions in [Statewide Information Management Manual \(SIMM\) Section 45 Appendix B Project Management Risk Assessment Preparation Instructions](#).

Attach a completed [Statewide Information Management Manual \(SIMM\) Section 45 Appendix A Project Management Risk Assessment Template](#) to the email submission.

2. Project Approval Lifecycle Completion and Project Execution Capacity Assessment

Does the proposal development or project execution anticipate sharing resources (state staff, vendors, consultants, or financial) with other priorities within the Agency/state entity (projects, PALs, or programmatic/technology workload)?

Answer: No

Does the Agency/state entity anticipate this proposal will result in the creation of new business processes or changes to existing business processes?

Answer (No, New, Existing, or Both): Both New and Existing Processes

1.9 Initial Complexity Assessment

1. Complexity Assessment (Business Score): 0.4

Follow the instructions in the [Statewide Information Management Manual \(SIMM\) Section 45 Appendix D Complexity Assessment Instructions](#).

Attach a completed [Statewide Information Management Manual \(SIMM\) Section 45 Appendix C Complexity Assessment Template](#) to the email submission.

NOTE: Business complexity is initially completed in PAL Stage 1. Technical complexity is initially completed in PAL Stage 2.

2. Noncompliance Issues: Indicate if your current operations include noncompliance issues and provide a narrative explaining how the business process is non-compliant.

Programmatic regulations: No

HIPAA/CIIS/FTI/PII/PCI: No

Security: No

ADA: No

Other: No

Not Applicable: No

Noncompliance Description:

[Click or tap here to enter text.](#)

3. Additional Assessment Criteria

If there is an existing Privacy Threshold Assessment/Privacy Information Assessment, include it as an attachment to your email submission.

How many locations and total users is the project anticipated to affect?

Number of locations: 2500

Estimated Number of Transactions/Business Events (per cycle): 2 reports annually from each location

Approximate number of internal end-users: 25

Approximate number of external end-users: 5000

1.10 Funding

Planning

1. Does the Agency/state entity anticipate requesting additional resources through a budget action to **complete planning** through the project approval lifecycle framework? [No](#)

If Yes, when will a budget action be submitted to your Agency/DOF for planning dollars?

[Not applicable.](#)

2. Please provide the Funding Source(s) and dates funds for planning will be made available:

Project Implementation Funding

1. Has the funding source(s) been identified for **project implementation**? [Yes](#)

If known, please provide the Funding Source(s) and dates funds for implementation will be made available:

[State General Fund \(Specific fund source to be determined\)](#)

Will a budget action be submitted to your Agency/DOF? [Yes](#)

If "Yes" is selected, specify when this BCP will be submitted:

[October 2024](#)

2. Please provide a rough order of magnitude (ROM) estimate as to the total cost of the project: [Less than \\$10 Million](#)

End of agency/state entity document.

Please ensure ADA compliance before submitting this document to CDT.

When ready, submit Stage 1 and all attachments in an email to ProjectOversight@state.ca.gov.

Department of Technology Use Only

Original "New Submission" Date: [12/17/2024](#)

Form Received Date: [12/17/2024](#)

Form Accepted Date: [12/17/2024](#)

Form Status: [Complete](#)

Form Status Date: [12/17/2024](#)

Form Disposition: [Approved](#)

If Other, specify: [Click or tap here to enter text.](#)

Form Disposition Date: [03/20/2025](#)

Department of Technology Project Number (0000-000): [6100-112](#)