

POSITION CONTROL TECHNICIAN

DEFINITION

Under direction, manage and maintain the District position control system for all contract positions; review and monitor District staffing requests for compliance with authorized budget allocations and funding sources; manage, maintain and act as liaison for the personnel position attachment and County financial systems; maintain a coordinated relationship with Human Resources and payroll through the Accounting Supervisor in the development of budget projections and budget maintenance in relation to staffing; provide accurate analysis and projections for negotiations; assist in the development of policies and procedures relating to the improvement of the position control system and County financial systems; provide technical support to the Director of Fiscal Services, Accounting Supervisor, and department staff; perform related duties and responsibilities as required.

ESSENTIAL FUNCTIONS

Manage the technical and daily operation of the District's position control and County financial systems as they interface with other business functions; continuously monitor position control and all personnel changes; review Board minutes for items which may impact the budget and position control; assist in the preparation of the District's budget; interact closely with the Director of Fiscal Services, program managers, and other District personnel regarding changes in position control; compile information for and assist in the development and monitoring of budgets as they relate to staffing; work with the Human Resources Division on updates, releases, and modifications to position control and County financial systems; assist with the training of personnel staff and managers as applicable in operating and generating reports from the position control and County financial systems; analyze data, checking for accuracy, and making necessary adjustments; maintain communication with school site administrators, department heads, and department staff to ensure accuracy of staffing funding sources; develop reports to extract data from position control and County financial systems to ensure accuracy of data input and maintenance; assist in the creation and maintenance of all essential master tables, salary schedules, and work calendars for the position control and County financial systems; work closely with the Director of Fiscal Services and the Business Division in the utilization of budget development projection programs; assemble accurate records and maintain current materials relating to position control; maintain authorized FTE for staffing by site; receive, review, and process all requests for new positions, changes in hours/FTE, and changes in account codes; accurately apply account code structure in position control and County financial systems; perform related duties of equal complexity as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Laws and regulations applying to school district accounting operations as delineated by the California School Accounting Manual and the State Education Code;

Principles and methods of budgeting and position control for school districts;

Standard methods, practices, and terminology used in bookkeeping and financial recordkeeping;

General office practices, procedures, and terminology;

Analysis and projections associated with salary negotiations;

Financial and fiscal preparation and format;

Standard office machines, equipment, and computers.

Ability to:

Learn and interpret specific laws, District regulations and policies, and apply them with good judgment in a variety of procedural situations;

Monitor school district budgets;

Establish and maintain fiscal records and procedures;

Prepare clear and concise statistical, fiscal statements and summaries and narrative reports accurately;

Conduct technical analysis using various analytical techniques;

Analyze situations and adopt an effective course of action or resolution;

Establish and meet deadlines;

Make and verify complex mathematical calculations for accounting and budgeting with speed and accuracy;

Effectively operate standard office equipment, including computer and peripheral equipment to enter data, maintain records and generate reports;

Understand and follow oral and written instructions;

Communicate effectively orally and in written form;

Work with a minimum of supervision;

Learn and adapt to new procedures, systems, and policies;

Remain flexible under the pressure of a heavy workload and critical deadlines;

Establish and maintain an effective working relationship with those contacted in the course of work;

Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type accurately from clear copy. Proficient operation of standard office equipment including computer and peripheral equipment. Proficient execution of spreadsheet applications.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in, accounting, budget planning, position control, business management, or closely related fields.

Experience:

Five years of increasingly responsible experience in performing highly complex technical functions in accounting and fiscal record management and reporting experience, preferably with three years experience pertaining to position control. Experience in applications of software programs such as word processing and spreadsheets.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Work may involve lifting objects up to 50 pounds. Physical dexterity in limbs and digits necessary to operate general office equipment. Extended periods of time sitting and viewing of computer monitor.

Pre-placement Physical: Class I