



PERSONNEL COMMISSION

Class Code: 0758
Salary Range: 24 (C1)

POSITION CONTROL TECHNICIAN

JOB SUMMARY

Under general supervision, review and monitor District staffing requests for compliance with authorized budget allocations; process authorized staffing requests in accordance with budget procedures and practices; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Receive and review requests to establish new or fill existing vacant positions; check staffing allocations to ensure positions are authorized and funds are available. ***E***
- Make budget adjustments and calculate revised salary and benefit costs to position allocations as changes in positions are effected such as reclassifications, change in time base or assignment and compensation; coordinate these actions with site personnel and administrative branches; make position budget adjustments for staffing of specially funded positions not requiring the conventional allocation criteria such as grants or other special programs. ***E***
- Assign position control numbers; create and maintain position control records and logs; advise others on change of position budget and account codes in accordance with accounting manual requirements. ***E***
- Provide information to and confer with District administrators on staffing formulas and budgeting of positions; explain the rationale(s) for staff allocations based on quota bulletins and related budget requirements. ***E***
- Provide in-service to administrative staff at sites on the procedures and applications of budgeting and allocating positions. ***E***
- Assist in the development of forms and procedures for position allocation and budget administration. ***E***
- Attend interdepartmental meetings to provide information on position control matters. ***E***
- Prepare position allocation and control reports and other related reports as requested. ***E***

*Note: At the end of some of the duty statements there is an italicized ***E***, which identifies essential duties, required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

DISTINGUISHING CHARACTERISTICS

The Position Control Technician reviews and processes requests to establish or make changes in position allocations in the certificated and classified service. Difficult or unconventional requests and cases requiring a management decision are referred to higher-level budget personnel for resolution. The incumbent is in continuous contact with personnel at the sites and in special programs to assist them with the establishment and funding of positions throughout the budget development and administration cycle.

EMPLOYMENT STANDARDS

Knowledge of:

School District organization, operations and objectives.
Record keeping principles and organization.
Accounting principles and practices.
California School Accounting Manual.
Computer software applications including spreadsheets.
Fiscal arithmetic.
Computerized on-line accounting systems, personal computer and keyboard.
Modern office practices, procedures and equipment including personal computer, keyboard and multi-line telephone.
Certificated and classified salary schedules.

Ability to:

Make arithmetic calculations and layout data on tables and lists.
Perform complex technical and clerical work including salary adjustments and benefits costs and generate reports.
Monitor, adjust and reconcile position funds in assigned accounts.
Maintain accurate records and compare numbers and detect errors efficiently.
Communicate effectively both orally and in writing.
Work independently with little supervision.
Advise on budget procedures, personnel situations and staffing allocation requirements.
Understand and carry out oral and written instructions.
Establish and maintain effective working relationships with others.
Operate modern office equipment including personal computer and keyboard and multi-line telephone.

Education and Training:

Equivalent to graduation from high school. Additional college level course work in accounting or financial record keeping is desirable.

Experience:

Three years of full-time financial or statistical record keeping work one of which is preferably in a public agency.

Any other combination of training and/or experience, which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities, may be considered.

WORKING ENVIRONMENT

Office environment.
Frequent interruptions.

PHYSICAL DEMANDS

Seeing to read, review and assure accuracy of budget documents and financial statements and reports.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.

Hearing and speaking to exchange information in person or telephonically.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.