

Job Title: POSITION CONTROL SPECIALIST

Definition:

Under general supervision of the Assistant Superintendent of Business Services and the direct supervision of the Director of Budget and Finance, performs complex accounting and record keeping functions of a highly sensitive nature as related to position control.

Distinguishing Characteristics:

This classification is distinguished from others in this series in that the incumbent assumes responsibility for position control plus complex fiscal related reports.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed below.

1. Process all functions relating to Position Control, including
2. Log Personnel Requests In
3. Route to proper department for approval
4. Assigning Position Control Numbers, if necessary
5. Set up Positions in the PC Database
6. Budgetary costing of positions
7. Calculates salary and benefit cost for each personnel request received.
8. Budget monitoring
9. Check current budget report to determine if there are funds in the line
10. Request budget transfers if necessary
11. FTE control/monitoring, including vacant positions
12. Account information control/validity of account strings
13. Run all new budget strings through SACS Validation
14. If string is invalid, make necessary corrections and notify site/department of corrections.
15. Open new salary accounts
16. Site/Dept. Position Control reports
17. Prepare and maintain position analysis in a database of all permanent personnel
18. Prepare budgetary analysis of personnel for the sites and departments
19. Work closely with Payroll, Human Resources, Budget and Accounting departments to assure accurate information
20. Assist all sites and departments with positions and budgetary information
21. Prepare and process expenditure transfers correcting salary and fringe benefit accounts
22. Prepare and process expenditure transfers correcting payroll errors accounts
23. Budget input as needed.
24. Issue Special Education Occupational Therapy, Physical Therapy and Non Public School payments.
25. Maintain complete and accurate payment records for SELPA reimbursement
26. Other related duties as assigned

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Minimum Knowledge, Skill and Ability:

Knowledge of:

- Keyboarding and filing
- Data management; access and spreadsheet applications; excel
- Modern office methods and procedures
- Accounting procedures and double entry bookkeeping
- Correct grammar, spelling, punctuation and vocabulary
- Business correspondence
- Various office machines
- Use of computer and related software

Skill and Ability to:

- Perform difficult and complex mathematical calculations with speed and accuracy
- Prepare and maintain accurate and complete records and reports
- Understand and follow oral and written directions
- Use modern office equipment and office machines
- Keyboard neatly and accurately at least 35 wpm on a five-minute test
- Use computer terminals and related software
- Work rapidly in high volume situations
- Work in a positive cooperative mode with fellow workers, departments and supervisors
- Maintain professional confidentiality

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: high school diploma or equivalent supplemented by additional classes in accounting and office procedures. At least three years of accounting experience using various bookkeeping systems, preferably in a school district.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work which may require sitting for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- May be required to take and pass a physical examination.
- Will be required to have a live-scan fingerprinting completed and cleared prior to beginning work.

Range: 35

Job Title: POSITION CONTROL SPECIALIST**PHYSICAL REQUIREMENT INFORMATION**

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing	X		
Walking	X		
Bending (neck)			X
Bending (waist)	X		
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back & neck)		X	
Climbing	X		
Pushing/Pulling	X		

Lifting				Carrying		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.	X			X		
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data			X
Organize			X
Write		X	
Plan		X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier		X	
Computer			X
FAX Machine		X	
Radio	X		