

POSITION CONTROL MANAGER**DEFINITION:**

Under the direction of the Assistant Superintendent of Business Services or designee, performs a variety of complex technical and specialized functions in support of the District's position control, including position classification, document tracking, document processing, database management, position related budget management, financial analysis, and related duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Reviews and monitors District staffing requests for compliance with authorized budget allocations including new hire, change of status, and separations
- Manages, maintains and acts as a liaison for the position control system and the Human Resources department recruitment positions
- Maintains a collaborative relationship between the Human Resources, Payroll and Budget departments in the development of budget projections and budget maintenance related to staffing
- Assists in providing analysis and projections for negotiations
- Provides feedback for improvements of the position control system
- Creates staffing allocation sheets and dashboards of staffing for departments and sites
- Ensure district full time equivalent for staffing is within approved allocations by department and by site
- Provides training on the position control system to Human Resources, Payroll and Budget staff.
- Acts a liaison with the County Office of Education in relation to the position control system
- Updates and maintains master tables within the position control system i.e. salary tables, work calendars
- Provides accurate staffing by site and department for budget development and interim reporting
- Reviews all positions for budget account code accuracy
- Collaborates with the Budget department to ensure funding source is correctly charged to each position
- Provide financial information thru reports and spreadsheets showing personnel costs and trends
- Assist in developing staffing formulas and ratios, analyze the fiscal impact of staffing formula and/or ratio changes
- Review and analyze staffing ratios and enrollment as they relate to average daily attendance trends
- Prepare monthly attendance reports and submit district attendance via the state reporting software
- Serve as a liaison, along with the Fiscal Services Coordinator, between Budget department and Educational Services department to create, update and maintain Local Control Accountability Plan on spreadsheets and in the financial system
- Assist Chief Fiscal Officer/Director, Fiscal Services with administrative tasks, including the financial audit, as needed

QUALIFICATIONS**Knowledge of:**

Principles and practices of position control management; application of employee statutory benefits; California Education Code as it relates to certificated and classified employees; District procedures, practices, rules and board policies; general accounting principles, budget methods, practices and financial record-keeping; District budget management and associated timelines; basic research methods; financial analysis and projection techniques; correct English language grammar, punctuation, and vocabulary.

Ability to:

Work independently; be tactful and discrete; train business, human resources and educational staff as needed; complete complex accounting functions; prioritize while meeting deadlines; communicate effectively both orally and in writing; perform the essential functions of the positions.

Experience:

Three years of increasing responsible experience in Human Resources, Accounting, Budget Control or statistical record analysis completing complex technical functions with position control or financial analysis. Application of software programs in spreadsheets, databases and/or position control. HR 2.0 or BusinessPlus highly desired.

Education:

A Bachelor's degree in business administration, accounting, finance, public administration or closely related field from an accredited college or university.

Physical Performance Requirements:

Frequent sitting much of the time with some standing, walking, bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: October 13, 2022

Board Approved: November 9, 2023