

POSITION CONTROL TECHNICIAN**DEFINITION**

Under supervision of the Budget Manager, performs a variety of technical and specialized functions in support of the District's position control, including position related budget management, document tracking and processing, and records management; performs more complex budget and accounting tasks, and related duties as assigned.

EXAMPLES OF DUTIES

Perform a wide variety of specialized and responsible position control functions related to employment; processing, status changes and separations; perform complex and technical tasks involving the position control system for budget development and the preparation of the annual District budgets; work closely with Human Resources Department and Benefits Department to ensure accuracy of position control records; monitor personnel budget accounts and verify expenses; reconcile District personnel records with business records; advise and communicate information regarding position control; prepare budget transfer forms; follow CDE standardized account code budgeting procedures, correcting and amending as necessary; process approval for budget expenditures including purchase requisitions to ensure funds are budgeted and account numbers are correct; calculate cost of services and enter into computerized data base; general reports and statistical data as required using defined guidelines; provide assistance to schools and departments on status of budget requests; assist in the development of budget documents; assist in year-end closing; maintain files and perform miscellaneous clerical duties as required.

QUALIFICATIONS**Knowledge of:**

Principles and practices of position control management; District procedures, rules and regulations governing position control; general accounting principles, practices, procedures and methods; methods and practices of budgeting and financial record-keeping; computer application programs for budget, accounting, databases and word processing, such as Excel and Word; applicable state/federal laws, District policies and regulations governing school districts; basic research data collection procedures and composition techniques.

Ability to:

Perform a variety of technical duties concerning position control tracking and management including the preparation/posting of related budget and accounting documents; make mathematical and statistical calculations quickly and accurately; prepare clear, concise and accurate correspondence, reports and other written materials; understand and interpret a wide variety of policies, laws, rules and regulations; work with a high level of independence and with little direct supervision; organize and prioritize work and adhere to established deadlines; prepare documentation for various reporting systems; operate a computer and other standard office equipment.

Experience:

Three years of experience in human resources or accounting, budget control, and statistical record analysis experience, preferably in an educational agency.

Education:

Equivalent to the completion of the twelfth grade, preferably supplemented by courses in accounting or finance.

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 and appropriate California Driver's License, if required.

Board Approved: June 11, 2015