



## **JOB TITLE: POSITION CONTROL SPECIALIST**

Classification: Classified  
Salary Range: 36

Retirement Type: PERS\*  
Board Approved: December 20, 2021

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### **BASIC FUNCTION**

Under the direction of the Business Manager, the Position Control Specialist maintains and monitors the position control processes for the District. This position serves as a liaison to Human Resources, Budget staff, and Payroll. Ensures that permanent, full-time equivalent (FTE) positions align with Board-authorized staffing levels.

### **REPRESENTATIVE DUTIES:**

Provides financial analyses and budget implications of staffing costs in compliance with the general fund and restricted account regulations and/or mandates. Tabulates and compares statistical or financial data related to FTE positions. Prepares cost-benefit analyses and projections of current and future financial implications based on various proposals.

Reviews and assigns budget codes to personnel actions, special projects, and other financial transactions. Resolves any data discrepancies in consultation with supervisor or other more experienced budget staff. Ensures labor cost transactions comply with established procedures and guidelines.

Compiles data and prepares reports for both internal and external uses. Analyzes data to identify fiscally sound staffing levels and factors for adjusting staffing levels. Monitors and maintains approved position control and staffing levels. Adds new positions to the District's financial system upon supervisory approval to meet staffing and/or contractual obligations.

Allocates and accounts for staffing levels to programs, divisions, and departments.

Prepares and processes line item transfers for labor costs.

Balances, adjusts, and maintains various accounts and financial records in accordance with applicable laws, rules, and policies affiliated with specific budgets and financial functions. Notifies administrators and supervisor of identified variances and recommends allocations that comply with stipulations of funding source.

Assists with reconciling ledgers with data maintained by the District or outside agencies.

Maintains accounting records in auditable condition.

Assists with position control aspects of the budget development process for restricted, special, and/or general funds. Collects data and analyzes prior-year staffing levels. Provides background data upon request. Prepares and distributes information in support of the budget planning process.

Interprets, administers, and complies with policies, rules, and regulations established by the Board, including position control and related accounting controls.

May assist in preparing specific elements of federal, state, and local financial reports.

Maintains up-to-date knowledge of regulations and reporting requirements and procedures connected with restricted, special, and general fund programs.

Cross-trains and provides assistance to other co-workers for back-up support to balance fluctuating workloads and/or when determined appropriate by supervisor.

Maintains the confidentiality and security of sensitive information.

Performs other related duties as assigned.

**JOB QUALIFICATIONS:**

Education and Experience:

Associate's degree in accounting, finance, or related business major; and

Three (3) years of relevant and progressively responsible experience in payroll, cost accounting and budgeting that includes monitoring of restricted funds.

OR Six (6) years of progressively responsible experience in public agency, governmental accounting in lieu of above listed education and experience requirement.

**OTHER QUALIFICATIONS:**

Knowledge/Areas of Expertise:

Knowledge of principles of accounting, auditing, budgeting, and financial record keeping.

Knowledge of position control processes and check and balances.

Knowledge of how to segregate labor costs into fund accounts.

Knowledge of financial processes, laws, codes, and regulations within a school district.

Knowledge of audit documentation requirements.

Knowledge of automated accounting systems and relational databases.

Knowledge of how to accumulate and allocate cost-accounting information to determine standard labor costs or rates.

Knowledge of the financial transactions, controls, and reporting processes for restricted funds.

Abilities/Skills:

Skilled at math to solve complex arithmetic computations and financial transactions.

Proficient language skills suitable for oral explanations and external publishing.

Proficient human relation skills to resolve interpersonal conflicts.

Ability to utilize automated accounting systems to extract data and prepare custom reports.

Ability to research archived data and prepare proposals and reports.

Ability to organize and prioritize work to meet deadlines and budget timelines.

Ability to provide one-on-one guidance and/or group discussions on budget-related topics.

Ability to initiate and conduct technical research to solve complex financial transactions.

Ability to analyze complex financial information and communicate problems and solutions.

**WORKING CONDITIONS:**

Office environment engaged in primarily sedentary work.

Demanding timelines and competing priorities.

Sitting for extended periods of time.

Subject to frequent interruptions from administrators, staff, and vendors.

Extensive use of computers and peripheral office equipment.

Extensive communication via phone, in-person, and email.

Occasional contact with distraught employees and/or the public.

\* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.