

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: Position Control Specialist

BASIC FUNCTION:

Under limited supervision of the Director of Fiscal Services or designee, coordinates and performs complex analytical and technical work involving the Position Control function of the financial system. Exercises independent judgment in general budget and authorized positions in accordance with established policies and procedures. Performs more complex budget and accounting tasks and compiles various reports required by management, the State, federal agencies and the Board of Education.

ESSENTIAL FUNCTIONS:

Responsible for ensuring that all authorized positions are in the position control system in a timely fashion. Sets up the authorized positions and establishes the job codes for those positions.

Perform complex analytical and technical tasks involving the position control system for Budget Development and the preparation of the annual District budgets.

Works closely with the Human Resources Department and Compensation and Benefits Department to ensure accuracy of position control records.

Acts as liaison with Human Resources, Technology Services, and Compensation and Benefits departments to provide increased understanding of budget, position control and payroll issues.

Perform complex analytical and technical calculations involving program budget control and analysis and for the preparation of the annual District budgets.

Compiles and prepares reports for submission to management, the Board and County, State and Federal governments.

Prepares and provides monthly and periodic reports as required.

Works with sites and departments to prepare salary projections.

Develop spreadsheets used for projections and analysis and in the preparation of various financial reports.

Develop and present in-service programs to other District employees.

Performs related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and practices of budgeting and financial record-keeping.

General accounting principles and procedures.

Position Control system and the fundamental principles of school personnel administration.

California school district budgeting and accounting.
District organization, operations, policies and objectives.
Oral and written communication skills.
Applicable laws, codes, regulation, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Modern office practices, procedures and equipment.

ABILITY TO:

Analyze financial data and prepare forecasts and recommendations.
Perform clerical and technical work involving program budget control and analysis.
Establish and maintain cooperative and effective working relationships with others.
Learn, interpret and apply pertinent district rules, regulations and policies with good judgment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and timelines.
Compile financial data and prepare related reports.
Work independently with limited direction.
Operate a variety of office equipment including a computer and assigned software.
Maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination of training and experience equivalent to completion of an advanced degree in Business, Finance, Public or Business Administration and three years of business, accounting or human resources experience. California public schools business, accounting or human resources experience is desirable.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.