



Fremont Unified School District

Classified Job Description

POSITION CONTROL TECHNICIAN

DEFINITION

Under general supervision of the Assistant Superintendent of Business Services or designee, independently performs detailed administrative support work related to the establishment and maintenance of the District's position control function. The Position Control Technician shall assure detailed and strict implementation of the District's approved budget, establish and maintain statistical records and reports; provide support in the Worker's Compensation Return-to-Work program; monitor healthcare program costs, and perform related work as assigned.

CLASS CHARACTERISTICS

The District's Position Control position provides experienced level of the support services in a system of tracking information based on positions rather than employees. This function implements the framework of positions for all the jobs within the District without regard to whether the District currently has an incumbent in a specific job or not. Incumbents operate independently in performing detailed position accounting control functions. This is an advanced specialist class, fully competent to independently perform a combination of technical, office, finance and human resources support duties. Incumbents are expected to perform daily work with minimum supervision and to exercise sound judgment in applying policies and rules. Responsibilities include extensive contact with District staff.

EXAMPLES OF DUTIES

This position shall ensure that each position in the District has its own unique position control number and is an entity separate from the incumbent(s) in that position. Information about positions shall be tracked over time regardless of changes to the incumbents' history, FTE distribution, termination, or other elements. Position history tracking shall be separate from the changes within incumbents. Positions shall be tracked even when there are no incumbents to fill specific positions.

The Position Control position will:

- Receive direction and authorization from the Assistant Superintendent of Business Services or designee on position control issues,
- Work closely with Administrative Assistant in Human Resources and Business Services, Directors of Budget, Accounting, and Personnel Technicians in Human Resources on issues of FTE and Requests for Position Change as they relate to position control.
- Prepare/provide reporting information from position control.
- Review monthly encumbered employer-paid benefit distribution reports from Payroll.
- Communicate with Payroll Supervisor and clerks regarding position control issues.
- Reconcile position assignments and Payroll at 1st and 2nd interim reporting periods.
- Work with staff in Budget, Audit and Attendance to run salary projections, and reconcile positions.
- Reconcile monthly Mismatch Report.
- Work with Technology Department regarding issues with Position Control module.
- Receive and review all Requests for Position Change (RFPs) for authorized signatures and validates positions in information systems, researched and track all RFPs.
- Create and update positions in information system based on information received via RFP, stats on Certificated and Classified personnel, and other communication.
- Run position control report writer, personnel downloader, and scatter gram reports as needed. Upload and extract data from various systems and build tracking systems/spreadsheets to analyze data.
- Assist Assistant Superintendent of Business or designee with staffing projections and allocations to sites.
- Maintain Position Control screen in information system.
- Ensure the integrity, compliance and accuracy of information by maintaining knowledge of District policies, procedures, certificated and classified union contracts, and federal and state requirement.
- Roll Position Control into new school year information system and perform year-end closing functions.
- Communicate with sites/departments to reconcile staffing throughout the year and other duties as assigned.
- Work with Risk Management to review employees on Workers Compensation, conduct interactive meetings, and determine placement in the Return-to-Work program.

Communicate with the management team to determine if/where they need support and determine if support can be provided by staff on modified duty assignments.

Develop and prepare reports for healthcare costs for employees and programs.

QUALIFICATIONS

Knowledge:

Standard office practices, including filing and the operation of standard office equipment.

Principles and practices relating to organizational structure and development.

Extensive knowledge of budgeting as it relates to organizational and position structure.

Methods of auditing budget and position control transactions.

Methods of record keeping and organization maintenance.

Computer application including word processing, spreadsheet and relational data base applications.

Business Reporting techniques and systems.

California school district budgeting and accounting procedures.

Skills:

Perform position control and statistical projects.

Develop mathematical and statistical computations with speed and accuracy.

Establish and maintain files.

Perform tasks in Microsoft Excel and relational data bases.

Operate a variety of office equipment that include calculations, data entry, access and amendments to data base information.

Understand the ability to carry out and follow oral and written directions.

Problem solve issues to identify and propose resolutions that involve position control.

Communicate effectively in person, over the telephone and in writing.

Highly developed interpersonal skills to diplomatically address administrators and employees questions and concerns.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Education:

Required: Graduation from high school

Desirable: Bachelor's Degree in Accounting, Business, Human Resources, or a related field or Coursework in Human Resources and/or Business such as Position Control, staff budgeting, organizational structure, or similar areas

Experience:

Required: 3 years of responsible administrative office (support) experience (e.g., accounting, bookkeeping, and human resources) in a high volume customer service environment.

Desirable: Responsible experience in a school district office that includes duties involving budgets, grants or detailed statistical reports or a public agency or private human resource or business office working in position control, staff budgeting or comparable area.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed within the job.

Required Testing Pre-Employment Proficiency Test may be require

Clearances Criminal Background Clearance

FLSA Status
Non Exempt

Approval Date
N: 09/08 R: 02/14

Salary Range
27

Fremont Unified School District is part of a culturally and linguistically rich community. Culturally responsive employees are encouraged to apply. Our policies embrace a discrimination and harassment free environment.