

## Rialto Unified School District

### POSITION CONTROL ANALYST

#### DEFINITION

Under direction of the Senior Director, Fiscal Services, performs a variety of complex technical and specialized functions in support of the District's position control, including position classification, document tracking and processing, database management, position related budget management, records management, and other functions; and performs related duties as assigned.

#### ESSENTIAL DUTIES

- Perform a wide variety of specialized and responsible position control functions related to employment processing, status changes and separation; provides information and assistance in person or on the telephone to District staff regarding a variety of position control policies and procedures.
- Receives, reviews and processes Personnel Services Requests (PSR) from all departments and District sites; develops and tracks PSR processes, including initial receiving, coding and tracking; creates new positions and enters and updates position information in the personnel system; maintains vacancy and PSR lists for position openings.
- Develops and maintains the District's PSR tracking system; reviews PSR's in a timely manner; calculates the cost of the change; ensures all appropriate approvals are received; notifies schools/departments of approvals.
- Participates in the budget process; ensures that all positions budgeted are also appropriately entered in the position control system; ensures changes made to positions during the budget process are updated in the budget system; generates reports to verify employees and positions are assigned to the appropriate school site or department.
- Works with and provides assistance to department and site management on position control matters; generates specialized reports; compiles data on staff projections for each department/sites; prepares PSR's related to site and department budget information; notifies payroll of employee status changes.
- Prepares materials and assists in Classified and Certificated negotiations as related to layoffs, staffing, transfers, and the effects of layoffs.
- Prepares, updates, maintains and processes a variety of forms, reports, bulletins, records, schedules, lists and files according to established policies, procedures, regulations and laws; verifies and posts information as necessary to ensure completeness and accuracy; composes and prepares letters, memoranda, lists and other materials according to established procedures.
- Assists in conducting staffing allocation studies and surveys; may enter and maintain work calendars and salary schedules.
- Develops, calculates and maintains position control tables; responsible for processing information from the position control system into the budget system and ensuring both are appropriately updated for any changes. Other duties in Assisting the Director with special projects as assigned.

#### QUALIFICATIONS

##### Knowledge of:

Principles and practices of position control management; District Procedures, rules and regulations governing position control; basic research techniques; Federal, state and local laws, regulations and guidelines governing the budget process; District organization, operations, policies and objectives; standard office practices and procedures; principles and practices of public administration, including maintenance of public records; principles and practices of sound business communication, correct English usage, grammar, spelling, punctuation and vocabulary; uses of word processing, spreadsheet and other business management software; principles and practices of customer service and telephone etiquette; classified and certificated bargaining agreements; District budget management and associated timelines.

**Ability to:**

Perform a variety of technical duties concerning position control tracking and management including the preparation/posting of related budget and accounting documents; prepare clear, concise and accurate correspondence, reports and other written materials; organize, set priorities and exercise sound independent judgment within areas of responsibility; operate a computer and other standard office equipment; make mathematical and statistical calculations quickly and accurately; maintain complex and confidential records and files; work confidentially with discretion; communicate effectively both orally and in writing; use tact and diplomacy in dealing with sensitive situations and concerned people and customers; establish and maintain effective relationships with District administrators, management, staff, employee representatives, representatives of other governmental agencies, the public and others contacted in the course of work.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push pull or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, visual acuity, depth perception, providing oral information, the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

**EXPERIENCE AND EDUCATION**

**Education:**

Verification of High School Diploma, GED Certificate or a higher degree. Possession of an Associate of Arts degree is preferred, with course work or training in the following areas: accounting, budget planning and control, business administration or closely related fields.

**Experience:**

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

**License Requirement:**

Possession of a valid California Motor Vehicle Operator's License.

**Condition of Employment:**

Insurability by the District's liability insurance carrier.