

Position Control Analyst

Purpose Statement

The job of Position Control Analyst is done for the purpose of providing support to department activities with specific responsibility for the analysis and reconciliation of staffing allocations in compliance with established policies; providing specialized financial and budget support to other personnel; and verifying budget information.

This job reports to Assigned Supervisor

Essential Functions

- Assists stakeholders in a wide variety of activities for the purpose of ensuring smooth and efficient financial operations while remaining in compliance with District staffing allocations and procedures and state and Federal policies and regulations.
- Compiles a wide variety of financial information and reports related to work assignments for the purpose of providing required documentation and processing information.
- Develops financial information (e.g. salary projections, etc.) for the purpose of providing information and making recommendations.
- Maintains a wide variety of financial information for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors complex financial procedures for the purpose of ensuring the District operates within budget limits, accurately transitions between fiscal years, and established fiscal practices are followed.
- Participates in meetings and trainings for the purpose of conveying and gathering information required to perform job functions.
- Prepares financial information for a variety of stakeholders for the purpose of documenting activities, providing reference, conveying information, and complying with established financial, legal, and administrative requirements.
- Processes a wide variety of financial information for the purpose of updating and distributing information, referring for action, and complying with established accounting practices.
- Provides support to stakeholders through a wide variety of activities for the purpose of ensuring smooth and efficient operations in compliance with District policy and established regulatory guidelines.
- Recommends actions on issues for the purpose of supporting direction and decision making.
- Reconciles a wide variety of financial data for the purpose of maintaining accurate account balances and ensuring compliance with established accounting practices.
- Responds to inquiries from stakeholders for the purpose of providing information and referral for addressing issues.
- Reviews a wide variety of financial information for the purpose of identifying potential budget variances, compiling statistical information, developing procedures, and conforming to established financial practices and regulatory requirements.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment including pertinent software applications; performing accounting procedures; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting and bookkeeping principles and budget processing; business telephone etiquette; codes, laws, rules, regulations, and policies; and cost/fund accounting.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; maintaining confidentiality; setting priorities; meeting deadlines and schedules; working with detailed information; and adapting to changing priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Four years of clerical experience involving financial or statistical data.

Education (Minimum): High school diploma or equivalent. College level coursework preferred.

Required Testing

None Required

Certificates and Licenses

Maintain Certificates and/or Licenses
District Mandated Training

Continuing Educ. / Training

None Required

Clearances

Criminal Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 24