

## 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. also appropriately entered

made to positions during the budget process are  
to verify employees and positions are assigned to

and site management on position control matters;  
staff projections for each department/sites; prepares  
ation; notifies payroll of employee status changes.  
certificated negotiations as related to layoffs, staffing,

ety of forms, reports, bulletins, records, schedules,  
cedures, regulations and laws; verifies and posts  
s and accuracy; composes and prepares letters,  
established procedures.

d surveys; may enter and maintain work calendars

tables; responsible for processing information from  
n and ensuring both are appropriately updated for  
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

**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.