

Job Description

Job Title: Position Control Specialist- Budget

Position Code:

Job Classification: Non-Exempt

Supervisor: Supervisor of Budget

Pay Grade: 33

Contract Length: 245 Days

Job Summary

The Position Control Specialist monitors and reconciles the position control system utilized by the Budget department and assists in the organization's budget development process and performs daily financial operations. The Position Control Specialist audits and reviews the position control system, analyzes budgetary data, and creates statistical reports to provide a basis for staffing and program support decisions.

Essential Duties

1. Responsible for ensuring all authorized staffing positions are added and or updated in the position control system upon budget approval.
2. Modifies authorized positions and performs position related changes, working with the Human Resources department to establish location and job class codes for identified positions.
3. Works closely with the Human Resources department to ensure accuracy of position control records. Runs reports periodically to audit and review the position control system data for accuracy. Ensuring budget coding within the employee master, job salary records and deduction records are in alignment with approved annual budget in support of budget compliance and payroll processing.
4. Manages the split allocation coding for positions shared by multiple departments, programs, or funds.
5. Provides Human Resources department support for the tracking of employees who are on terminal leave utilizing Position Control to monitor the start and top of pay as it coordinates with leave dates.
6. Reviews and assigns budget codes within the position control module, working with Human Resources department to accurately assign budget codes associated with personnel actions activity.
7. Compiles budgetary data and prepares reports for management and department analyst.
8. Balances, adjusts, and maintains various accounts and financial records in accordance with applicable laws, procedures and policies affiliated with specific funds, budgets, and financial functions. Notifies supervisor of identified variances and recommends allocations that comply with stipulations of funding source.
9. Performs complex analytical and technical tasks involving the position control system for Budget development and the preparation of the annual District budget, including reconciliation of FTE allocation presented in the annual budget document.
10. Assists with position control reconciliation aspects of the budget development process for grants and general funds, including the collection and analysis of prior-year staffing levels. Provides background data upon request.
11. Model's nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs other duties as assigned by the Supervisor of Budget or appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made for individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Must possess experience and education equivalent to a bachelor’s degree in human resources, Business Administration, or a related field and 2 years of relevant experience training. Knowledge and experience or training in human resource functions is strongly desired. Must possess knowledge of standard office practices, procedures, customer service skills, data entry and clerical techniques. Previous payroll or Human Resources related experience a plus. Must possess a demonstrated record of success in dealing with the public/employees and handling sensitive issues. Must be proficient in Microsoft Word and Excel. Previous MUNIS experience preferred. Must possess the ability to handle a considerable amount of detail and successfully complete multiple, simultaneous tasks in a fast-paced environment. Experienced in reviewing data and preparing summary documents. Ability to advance with changing technology as it becomes available.

Working Conditions and Physical Demands

Duties are performed in an office environment. Must be able to sit for long periods. Work involves physical effort encountered in normal, everyday office activities. While performing the duties of this job, the employee is occasionally required to carry light items and pull boxes weighing up to 25 pounds; and bend, stoop, or reach to setup materials. The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Supervision Exercised: None

Supervision Received: Supervisor of Budget

This job description in no way states or implies that these are the only duties to be performed by this employee. The Position Control Specialist will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Budget or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date