



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 22-2022/23
 DOCUMENT NO. 10-2022/23
 DATED 10/19/2022

<u>POSITION CONTROL ANALYST</u>	
DEPARTMENT/SITE: Business Department REPORTS TO: Chief Financial Officer	SALARY SCHEDULE: Classified Confidential SALARY RANGE: 10 WORK CALENDAR: 261 Days FLSA: Non-Exempt

PURPOSE STATEMENT:
 Under the general direction of the Chief Financial Officer, the Position Control Analyst ensures the accuracy of preliminary and final budget and payroll reports; maintains personnel rosters; responds to inquiries and/or requests for data and/or reports, including information for collective bargaining; provides timely and accurate salary calculations for all positions and employees in the district; and serves as liaison in the Payroll and Human Resources Departments. The incumbents in this classification provide the school community with salary and position information for employees, which directly support student learning and achievement.

DISTINGUISHING CHARACTERISTICS
 This class is in the Confidential unit, and has oversight responsibility for monthly payroll and works closely with both the Payroll and Human Resources Departments to ensure collaboration and accuracy of information, including that used in the negotiations process. This class differs from the Payroll Accounting Specialist- Lead class, which provides leadership, and support to lower-level payroll positions, handles the more complex payroll problems, and is the highest level, non-supervisory, position in the Fiscal Department.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:
The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Assists auditors
- Audits salary and benefit budgets to ensure compliance with federal, state and district policies and regulations, including internal controls.
- Compiles statistical and payroll data from a variety of sources (e.g., time sheets/payroll, salary adjustments) to provide and prepare summaries of district wide financial, interim, and budget reports to ensure compliance with established guidelines.
- Confers with a variety of internal and external parties (city/state/federal agencies, etc.) to ensure accurate budgeting for personnel and payroll processing.
- Ensures proper position control and salary schedule placement to verify accuracy of data prior to payroll processing.
- Maintains a wide variety of confidential and non-confidential manual and electronic files and records (e.g., calendars, salary schedules, numerical staffing lists, administrator history data) to provide up to date information and/or ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Monitors assigned payroll activities and/or program components (e.g., system budgets) to ensure compliance with established financial, legal and/or administrative requirements.
- Monitors budget of all District approved positions, including open positions.

- Participates in unit meetings, in-service training, workshops, etc.
- Prepares a variety of documents, reports and/or materials (e.g., system budgets, J-90, R-2, District surveys, questionnaires, census forms, salary comparisons, salary schedules, school calendars) to document activities, provide written reference and/or convey information.
- Provides payroll budget information to District Administration for the collective bargaining process; maintain confidentiality of sensitive information.
- Reconciles monthly payroll by researching and resolving payroll discrepancies.
- Researches, prepares, and posts various entries into the financial system, as necessary, to ensure budget and employee payroll accounting accuracy.
- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g., payroll, salary status) to ensure the accuracy of records and employee payments prior to processing.
- Responds to inquiries regarding payroll procedures to provide necessary information for making decisions, assist employees, and take appropriate action in order to comply with established fiscal guidelines.
- Serves in a lead capacity to provide leadership, training, guidance and/or assistance to personnel.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory district trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Principles and techniques involved in payroll preparation, monitoring and control
- Basic math, including calculations using fractions, percentages and/or ratios.
- English usage, grammar, punctuation, and spelling
- Labor contracts and their impact on payroll
- Codes, laws, regulations, and policies related to accounting
- Pertinent software applications
- Customer service principles and practices

Skills and Abilities to:

- Review and interpret highly technical information
- Prepare and maintain accurate records
- Gather, collate, analyze and/or synthesize data
- Work with a diversity of individuals and groups in a wide variety of circumstances
- Establish and maintain effective working relationships
- Problem solve by identifying issues and creating action plans
- Maintain confidentiality
- Meet deadlines and schedules and set priorities
- Handle frequent interruptions
- Work as part of a team
- Show attention to detail
- Be flexible and adjust quickly to changing situations
- Provide quality customer service

RESPONSIBILITY:

Responsibilities include: working under limited supervision following standardized practices and/or methods; tracking budget expenditures. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High school diploma or equivalent.

EXPERIENCE REQUIRED:

Five (5) years of increasingly responsible experience in preparation of financial or statistical record keeping, or payroll and one year of recent use of spreadsheets.

Equivalency – Two (2) years of college level study in business administration, accounting, bookkeeping or related fields from an accredited college or university can be substituted for one year of experience.

LICENSE(S) REQUIRED:

- None

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District’s applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District’s provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- This job is performed in an indoor office environment
- May require extensive sitting, and includes moderate amounts of walking, and standing
- Some lifting, carrying, pushing, and/or pulling of boxes, supplies, etc.
- Manual dexterity in order to operate a computer keyboard and handle documents and other office equipment and materials
- Kneeling, bending at the waist, squatting, crawling, stretching and reaching overhead, above the shoulders and horizontally to retrieve and store equipment, files and supplies