

Madera Unified School District Classified Job Description

Position Control Technician

Purpose Statement

The job of Position Control Technician provides support to the educational process with specific responsibility for ensuring the accuracy of preliminary and final payroll reports; maintaining personnel rosters responding to inquiries and/or requests for data and/or reports; providing timely and accurate payroll production; and serving as liason in the Payroll and Human Resources Departments.

This job reports to Chief Financial Officer

Essential Functions

- Provide payroll budget information to District Administration for the collective bargaining process; maintain confidentiality of sensitive information.
- Audits salary and benefit budgets for the purpose of ensuring 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, etc.) for the purpose of providing and preparing 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.) for the purpose of ensuring accurate budgeting for personnel and payroll processing.
- Ensures proper position control and salary schedule placement for the purpose of verifying 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, etc.) for the purpose of providing 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, etc.) for the purpose of ensuring compliance with established financial, legal and/or administrative requirements.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.

MADERA UNIFIED SCHOOL DISTRICT
Job Description – Position Control Technician
p. 2 of 3

- 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, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Research, prepare, and post various entries into the financial system, as necessary, to insure budget and employee payroll accounting accuracy.
- Reconciles monthly payroll for the purpose of researching and resolving payroll discrepancies.
- Resolves discrepancies with payroll and/or benefit information and/or documentation (e.g. payroll, salary status, etc.) for the purpose of ensuring accuracy of records and employee payments prior to processing.
- Responds to inquiries regarding payroll procedures for the purpose of providing necessary information for making decisions, assisting employees, taking appropriate action and/or complying with established fiscal guidelines.
- Serves as lead for the purpose of providing leadership, training, guidance and/or assistance to personnel
- Monitor budget of all District approved positions, including open positions.

Other Functions

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

Job Requirements:

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: preparing and maintaining accurate records; and using pertinent software applications.

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: principles and techniques involved in payroll preparation, monitoring and control; labor contracts and their impact on payroll; and State Education Codes and other applicable laws.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility

MADERA UNIFIED SCHOOL DISTRICT
Job Description – Position Control Technician
p. 3 of 3

is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a 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. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team with detailed information/data and frequent interruptions; analyze and synthesize data.

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.

Working 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 climbing and balancing; and significant fine finger dexterity. Generally the job requires 80% sitting, 20% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

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

Education High school diploma or equivalent.

Equivalency Two 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.

Required Testing

Pre-employment Proficiency Test

Continuing Educ./Training

None Specified

Certificates

Valid CDL

Clearances

Criminal Justice

Fingerprint/Background Clearance

TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Range

Confidential Salary Schedule – Range 7