

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description**

TITLE:	Position Control System Manager	CLASSIFICATION:	Classified Non-Represented Management
SERIES:	Manager III	FLSA:	Exempt
JOB CLASS CODE:	9863	WORK YEAR:	12 Months
DEPARTMENT:	Business Services	SALARY:	Range 13 Salary Schedule A
REPORTS TO:	Assistant Superintendent Business Services	HR APPROVAL:	5-15-2023
		CABINET APPROVAL:	5-17-2023

BASIC FUNCTION:

Under the direction of the Assistant Superintendent Business Services, independently performs highly complex, administrative and technical support work related to the establishment, maintenance, and management of the District's position-control system. Manage position control system including preparing projections, implementing processes and internal controls for all employee positions. Responsible for AB 1200 compliance and reporting. Assure detailed and strict implementation by projecting, processing, and calculating internal controls through the District's approved budget for all employees and applicants; develops and prepares various reports required by district staff, the Board of Education, state and federal governments and other outside agencies. Fully competent to independently perform a combination of technical, office, finance, budget and human resources support duties. Expected to perform daily work with minimum supervision and to exercise sound judgment in applying policies and rules. Responsibilities include extensive contact with District staff.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)

Coordinate with the Human Resource, Business, and Technology Services Departments to develop and produce the preliminary and final preparation of the district's staffing allocations for budget development for all annual district funding including unrestricted and restricted. **E**

Prepares staffing standard to manage and produce projections for budget development and reporting; identify indirect and direct cost, gap and headcount analysis that incorporate year-to-year salary increases (with benefits and taxes) new hire incentives, and scale for existing staff and other salary and benefit projections as needed **E**

Prepares salary and benefit projections by calculating, revising, and clarifying budgets to ensure accuracy position control records, troubleshoot complex system, hardware, and software related problems, reconciles in position control roll over into new school year information system, assists in the development of process control strategies, and resolving and prevention of budget problems. **E**

Develops and verifies supporting documents; spreadsheets, scatter grams, staffing allocation budget calendar, financial reports, import/export information from various programs, and data logging used for projections and analysis. **E**

Prepares, updates and monitors vacancy budget setups for use in budget development process. **E**

Manage special projects and studies for district staff, the Board of Education, state and federal governments, and other outside agencies. **E**

Assists the Assistant Superintendent of Business Services and the Budget Manager II with supervision of budget analyst, fund specialist, and other (classified) staff as needed. **E**

Assists budget and accounting services with annual year-end closing process including establishing year-end timelines, clearing year payables and receivables, review remaining balances, clear outstanding budget transfers, account clean up, review closed or closing resource codes, and assist in audit preparation. **E**

Sets up and ensures all authorized positions are reflected in the position control system and verify adequate budget/funding for positions; makes adjustments as necessary. **E**

Calculates step/class and professional growth costs for budgeting. **E**

Collaborate with Technology Department and Human Resources in designing and developing new or enhanced process control system upgrades and/or applications; analyzes user operations and business requirements to design and develop process control system solutions; reviews, evaluates, and recommends systems and applications; creates or oversees the development of systems documentation to develop program specifications; designs optimum system configurations; develops and implements testing plans; ensures system quality assurance; determines whether new programs meet users' business and technology requirements and makes adjustments as assigned.

Verify accurate position and benefits setup with Human Resource Services, Payroll Services, retirement agencies, and health benefit carriers, and make adjustments according to established procedures within the budget model and as a part of new year roll over process. **E**

Performs statistical analysis of cash flow and budgets; prepares trend analyses for interim reporting periods, budget development and forecasting as needed; in accordance with AB1200, monitors and evaluates school district budgets and cash flow for appropriateness to ensure fiscal solvency and accountability for compliance with state law and prepares public disclosure of bargaining agreements with labor partners. **E**

Provide assistance, analysis and interface to site administrators regarding budgeting; staffing projections, salary projections, analyze revenues and expenditures to ensure proper balancing within resources, designated funds to prevent over expenditures, streamline budget procedures; assist with special projects. **E**

Establish a staffing standard to calculate staffing allocations and reallocation of funds based on enrollment projections; review and continual knowledge of the contractual agreement between the district and SCTA to ensure teacher case load, maximum class size, and number of preparation allowed for each teacher, and relevant State statutes. **E**

Performs periodic vacancy analyses, calculations, and reports to determine staffing and budgeting; works closely with Human Resources and Budget Services to verify the positions to be filled are vacant in the leveling and surplus process; meets with administrators to resolve differences over FTE dissemination and types of positions at particular locations; maintains records of filled and vacant positions. **E**

Coordinate with Human Resource Services Department to utilize and incorporate salary schedule adjustments and work year calendars to verify the basis for cost projections. **E**

Performs periodic and annual reviews and adjustments of salaries, benefits and other expenditures. **E**

Analyzes expenditures in relation to approved budgets; reviews and/or processes budget documents such as personnel requisitions and budget revisions ensuring completeness and accuracy of mathematical computations; resolves budget and position control discrepancies; verifies available funding, approvals, appropriate budget codes and provides budget authorization. **E**

Implement and updates functions within Escape and/or additional workflows, supporting documentations as needed for continuous quality improvement and accountability. **E**

Assembles confidential and sensitive information related to labor relations and negotiations. **E**

Performs highly complex analytical and technical calculations and studies related to staffing needs, bargaining unit requests and health benefits requiring a high degree of accuracy. **E**

Interprets, applies and provides training on appropriate fiscal laws, codes, regulations and budgetary processes and procedures. Review documents and claims for accuracy, completeness, and uniformity to rules, regulations, and laws. **E**

Develops and presents department-related training materials, documented standard operating procedures. **E**

Works closely and serve as the liaison with Business, Human Resources, and Technology Departments to ensure accurate, informed integration across departments. **E**

Interfaces with administrators, and outside agencies for data research and problem resolution. **E**

Implements procedures to audit and monitor (data entry) processing actions by Accounting, Budget, Human Resources, and Payroll to ensure accuracy and data integrity. **E**

Implements changes; develops systems, processes and controls as tools to ensure accurate data entry. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations and others; respond to phone calls, e-mails, letters, and other communications; lift light objects. **E**

Promote teamwork by sharing knowledge, cooperating with others, create cross-training opportunities, participating in meetings and work groups, and supporting the goals and objectives of the District. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND MIMINUM EXPERIENCE:

Any combination equivalent to: bachelor's degree in finance, accounting, business administration, or related field, and four years increasingly responsible experience related to complex budget financial reporting, budget development, auditing, or statistical recordkeeping experience, and administrative analysis.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; provide personal automobile and proof of insurance.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Content and organization of Escape's Position Control System
- Fundamentals of data processing and programming.
- Budgetary practices and accounting methods.
- Principles and practices of supervision and training.
- School district operations and procedures.
- Technical aspects of field of specialty.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned
- activities.
- District organization, operations, policies, and objectives
- Research methods and report writing techniques.
- Presentation, communication, and public speaking techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading and writing English communication skills.

- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer terminal, related software, and other office equipment.
- Health and safety regulations.

ABILITY TO:

- Analyze data, prepare reports, and make recommendations related to the maintenance of information systems.
- Report writing
- Logical thinking and the ability to explain difficult material simply.
- Work effectively with all segments of the educational community and general public.
- Exercise good judgment and tact.
- Oversee budget software functions to ensure data integrity.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.
- Research, analyze, compile, verify data, and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain confidentiality as appropriate.
- Understand and follow oral and written directions, procedures, functions, and limitations of assigned duties.
- Operate a computer and related software to enter data, maintain records, and generate reports.
- Communicate effectively, and maintain cooperative and effective working relationships with others.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction, and meet schedules and timelines.
- Compose correspondence and written materials independently.
- Utilize effective leadership skills that work well within a team setting.
- Meet District standards of professional conduct as outlined in Board Policy.
- Lift light objects according to safety regulations.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office and site environment; drive a vehicle to conduct work; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations; seeing to read, prepare, proofread documents, and monitor activities; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies; lifting light objects.

SAMPLE HAZARDS:

Contact with dissatisfied or abusive individuals.