



ANALYST – POSITION CONTROL

SUMMARY/SCOPE/GOAL

Maintains a precise system of position control with efficient management reporting based on adopted budgets and approved staffing plan. Performs a variety of complex technical and specialized functions in support of the district's position control system including position classification, document tracking and processing, database management, position related budget management, and records management.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- Associate degree required.
- Five (5) years of progressively responsible experience accounting, budget control, statistical record analysis, or equivalent combination of training and experience.

PREFERRED/DESIRED:

- BA/BS preferred.
- Background in high level math and/or statistics preferred.
- Public school district experience preferred.

An equivalent combination of education and experience sufficient to provide the applicant with the skills, knowledge, and ability to successfully perform the essential functions of the job may be considered.

CERTIFICATIONS AND LICENSES:

REQUIRED:

- Valid State Driver's License

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Participates in the budget process; ensures that all positions budgeted are also appropriately entered into the position control system; generates reports to verify employees and positions are assigned to the appropriate school or department; provides documentation during the budget cycle; participates in the annual student membership/FTE projection cycle.
2. Coordinates problem solutions from the position control system and interface as a liaison for the Human Resources/Payroll system with data processing, budgeting, and human resources and respond to inquiries and concerns in a timely manner.
3. Monitors, tracks and balances all human resources position allocations to ensure staffing is within the authorized levels; reviews allocation requests in accordance with the School Board's approved budget or Staffing Plan formula; assists in conducting staffing allocation studies and surveys; maintains and distributes position control reports to schools and departments.

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4. Maintains a balanced position control system by ensuring salaries are charged according to approved distribution regarding proper account coding, maintaining records regarding all changes in allocations within the position control system, creating and distributing position control reports to schools and departments, ensuring compliance with Board rules as well as federal and state laws and regulations.
5. Works with and assists district, department, and site administrators on all position control matters to include but not limited to resolving conflicts between staffing needs and budgetary limitations, generating specialized reports, and compiling data on staff projections of each department/site.
6. Trains appropriate district and school-based staff as needed.
7. Maintains confidentiality regarding school/workplace matters.

OTHER DUTIES:

Provide outstanding customer service and use positive interpersonal communications skills. Make all decisions and perform all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensure compliance with Board rules and applicable federal laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Must be able to work collaboratively and effectively with stakeholders of all levels work in an environment with frequent interruptions and changing tasks and priorities; organize work and set priorities for accomplishing work in a timely and effective manner; and communicate on complex issues with a high level of effectiveness. Ability to monitor position control reporting system daily. Skilled in the monitoring of personnel units, specifically at both the school and department level. Intermediate to advanced experience with Microsoft Excel (e.g. Macros, pivot tables, advanced charts/graphs, conditional formatting, etc.) along with strong analytical and reasoning skills, and superior math skills needed.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) LIGHT WORK

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

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POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Human Resources	DEPARTMENT:	Human Resources
TITLE CODE:	C2511	CONTENT BY:	Compensation and Position Control Manager
GRADE:	18	COMPENSATION:	Shannon Alvarez
UNIT:	NB	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	8/9/2022	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	04/24/01	Initial Release	Human Resources
2.0	09/24/01	REVISED	Human Resources
3.0	11/22/05	REVISED	Human Resources
4.0	10/22/13	REVISED	Human Resources
4.1	07/01/20	REVISED: New format	Human Resources
4.2	11/30/2021	Updated physical requirements to ADA format, added schedule.	Ellie Kelly – Human Resources
5.0	8/9/2022	REVISED: Updated job title, qualifications, essential functions, and KSAs	Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.