

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Job Title:** Staffing Allocation Technician

**Pay Table:** Support

**Pay Grade:** 9

**FLSA Status:** Non-Exempt

**Job Code:** 544

**Reports to:** Director or Supervisor

### **JOB SUMMARY**

Under the supervision of the Director or Supervisor, the Staffing Allocation Technician assists with assigned duties related to the accounting and auditing of district staffing authorization. These may include such responsibilities as the preparation and management of budgets, the development and monitoring of procedures and standards, the maintenance of accounting records and files, the preparation of financial reports, and/or the auditing of financial records. The Staffing Allocation Technician will also communicate and work with other departments and school personnel.

### **ESSENTIAL JOB FUNCTIONS**

- Create and monitor school and department position authorizations according to authorized staffing levels.
- Research and complete personnel actions (e.g. new hires, position changes, transfers, and separations) and figure appropriate salary and benefits.
- Audit positions (e.g., classified position hours/days for school enrollment changes, hours worked to prevent budget overages, positions for employees that have not received a paycheck, positions that have continuous subs instead of being filled, position approvals, etc.).
- Project future employee costs for departments and schools.
- Repost and create journal entries for wages and benefits.
- Prorate positions to proper funding sources.
- Enter productivity data for teachers.
- Assist elementary principals in creation of school prep-time and office hours applications/schedules.
- Calculate and load teacher supply money allocation for all eligible teachers.
- Review substitute payroll records for inaccuracies in pay amount; review comments on position substitute entries and adjust programs from which to pay substitutes.
- Review and correct position payroll implementation errors that occur after personnel actions are implemented.
- Audit and approve personnel actions.

- Assist in creation of reports/invoices sent to other school districts for students attending school in Davis School District, but who reside outside of the district.
- Work with Payroll and Human Resources to hire employees into correct positions with appropriate authorized hours, days, and funding sources.
- Balance budgets and accounts, providing user information and answering related questions.
- Prepare and process payroll (e.g., collect hours, enter payroll information into computer, submit related reports, process payroll corrections).
- Maintain accounting files and records.
- Coordinate with other district functions and offices, set up contracts and budgets, researching and resolving problems as necessary.
- Audit school and function financial records, files, contracts, attendance records, etc.
- Assist with training of district personnel in area of accounting responsibility (e.g., budgeting, coding, computer programs).
- Assist with general office functions (e.g., preparing correspondence, filing, answering telephone, greeting visitors, ordering supplies).

### **MINIMUM REQUIREMENTS**

- High school diploma or equivalent.
- One (1) to three (3) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical calculations.
- Ability to display an understanding of basic accounting.
- Ability to use small office equipment and computers.
- Ability to use word processing and spreadsheet computer programs.
- Ability to display good interpersonal skills.
- Ability to make budget recommendations, manage the budget, and determine budget allocation.

### **PHYSICAL DEMANDS**

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: fingering, grasping, handling, hearing, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, talking, and visual acuity.

### **WORKING CONDITIONS**

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

*The Davis School District has the right to revise this position description at any time.*