PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7046
Pay Grade: E01

FLSA: Exempt
PTS

COORDINATOR, POSITION CONTROL

MINIMUM QUALIFICATIONS

Associate's degree in Finance, Accounting, Business or related field, plus three (3) years of experience in school system accounting or budgetary operations to include position control or an equivalent combination of education, training, and experience.

PREFERRED:
Bachelor's degree in a related field.
Demonstrated proficiency in computer literacy.

MAJOR FUNCTION

Performs lead technical and analytical accounting and budget duties in the monitoring and control of budget expenditures and the coordination of coding activities as they pertain to personnel staffing. Oversees and coordinates the position control function of the school district. Work is performed with considerable independence within established budgetary procedures and is reviewed by the Executive Director, Budget and Resource Allocation through conferences and results obtained.

ESSENTIAL RESPONSIBILITIES

- Assimilates and interprets data generated through the position control system and translates for management's use in the decision-making process.
- Performs cost factor analysis as it relates to staffing models and teacher/pupil ratios; recommends changes; makes related oral and written presentations to management.
- Monitors, analyzes, and controls budget expenditures by checking employee requisitions against approved budgets prior to employee authorization. Coordinates coding activities performed in Budget and Personnel.
- Maintains control of instructional units in schools or departments; keeps master pages current; verifies approval of personnel; approves daily employee requisitions for Supporting Services positions; authorizes position overlaps; maintains and monitors personnel budget file for administrative, instructional, and supporting services positions.
- Calculates and analyzes school clerical staffing costs based upon approved clerical staffing formula; evaluates daily position control conflicts report and works with Personnel Department in correcting variances.
- Analyzes budget printouts for overfilled positions and recommends appropriate action.
- Answers inquiries from schools and departments relating to personnel staffing.
- Assists Budget Director in compiling annual budget by assisting in gathering information for budget analysis.
- Prepares budget amendments with detailed documentation; inputs adjustments to the position control system.
- Prepares material and conducts workshops for new secretaries and bookkeepers relating to coding and budget procedures; for administrators on the budget process and the interpretation of budget printouts.
- Trains and provides lead direction to assisting personnel.
- Performs other related duties as assigned.

TERMS OF EMPLOYMENT
Salary and benefits will be paid consistent with the district's approved compensation plan. The district shall establish the length of the work year and hours of employment. *Performance of the job will be evaluated in accordance with the provisions of the school board's policy on evaluation of personnel.* *The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*
HISTORY OF JOB CLASSIFICATION
ISSUED: 7/91 PBL; BOARD APPROVED: 7/24/91; REVISED FORMAT: 11/20/24 CS; NO BOARD APPROVAL NEEDED

COORDINATOR, POSITION CONTROL

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				