



Santa Rosa City Schools

Classification Description

Job title:	DRAFT Position Control & Reporting Technician	Department:	Human Resources
Reports to:	Assistant Superintendent of HR	FLSA Classification:	Non-exempt
Bargaining Unit:	CSEA 75	Work year:	12 month
Salary Range	33	Board Approval:	02/12/2025

PRIMARY FUNCTION:

Under the direction of the Assistant Superintendent of Human Resources and/or the Director of Human Resources, performs highly confidential and responsible technical and analytical duties involved with staffing, compensation and state reports for all district employees.

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school education plus course work beyond high school in personnel management; three years of increasingly responsible technical and analytical work experience; an additional two years personnel-related experience may be substituted for the educational requirements beyond high school.

REPRESENTATIVE DUTIES:

1. Works with Business Services to establish and monitor staffing FTE's for district school sites and departments based upon Board approved positions and staffing ratios.
2. Works closely with the Executive Director of Fiscal Services or designee in the projecting, updating and maintaining of the district's personnel budget.
3. Maintains staffing lists for all district departments and school sites, track leaves, promotions, resignations, and retirements of all employees.
4. Maintains and updates all classified and certificated leave of absence requests. Provides annual status report to Assistant Superintendent and Director of Human Resources.
5. Maintains lists of temporary and non-credentialed certificated employees.
6. Maintains and updates personnel data base system for position control, work year calendars and salary schedules.
7. Prepares data for required state and federal reports, including but not limited to J-90, Administrator-Teacher Ratio, and Quarterly Wage Report.
8. Based on information received from Human Resources Technicians and Assistant Superintendent, prepares closed session agenda information regarding personnel transactions for Board of Education meetings.
9. Prepares estimated employee salary information for planning and staffing reasons.
10. Work closely with Human Resources Technicians and Payroll Technicians to communicate all staffing and payroll changes.
11. Processes requests to recruit and FTE change forms for all advertised district positions. Provides document to Recruitment Technician.

12. Provides overall accountability for calculation and assignment of Department Chairs.
13. Prepares and maintains seniority lists for classified and certificated staff.
14. Prepares list of certificated staff that are required to receive 4-week letters.

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Perform other related duties within the scope of the job description.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District and State policies and procedures on hiring of classified and certificated personnel
- Certificated and classified pay plans of the District; negotiated contracts for certificated and classified personnel
- Office procedures and equipment; payroll concepts and principles
- English usage, vocabulary, spelling, proofreading and punctuation
- Basic principles of employee relations and personnel management
- Insurance plans and workers' compensation policies
- Proficient with computers and various software programs (i.e. Microsoft Word and Excel).

ABILITY TO:

- Establish and maintain cooperative relationships with others contacted in the course of work
- Assist Human Resources and Business Services staff with a variety of issues relating to salaries and fringe benefits
- Speak and write effectively; perform assigned duties with tact and politeness
- Analyze situations accurately and adopt an effective course of action
- Prepare correspondence and reports
- Operate office equipment
- Type at a reasonable rate of speed
- Work with union contracts and understand and translate the provisions of these contracts into action
- Maintain confidentiality in the course of work

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving to District locations
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Parking lots
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Sanitizer, toner
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving pedals
Use of special visual or auditory protective equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	(Possible for during crisis or pandemic)
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)		X			
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing	X				
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
D = Dominant Hand ND = Non-Dominant hand					
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.