

**Hernando County School Board  
Florida**

FLSA: Non-Exempt, Non-Union

<b>POSITION CONTROL SPECIALIST</b>
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**Required Qualifications:**

- A.A. Degree in Accounting, Business, Human Resources, or another related field\*
- Minimum of two (2) years of Human Resources or Finance experience
- Extensive knowledge of payroll, employment, and financial practices and procedures
- Sound knowledge of Florida public school staffing
- Knowledge of "Red Book" financial coding
- Knowledge of staffing models and budgetary impacts

\*In lieu of the above degree requirement, experience relative to job responsibilities may substitute on a year-for-year basis for a post-secondary degree.

**Performance Responsibilities:**

- Be responsible for the analysis and reporting of district position control system for all areas
- Interact with Human Resources staffing function to ensure financial accountability for district positions
- Assign financial account codes based on Human Resources staffing models
- Ensure that authorized positions are established with certain federal and state fringe benefits
- Coordinate processes and report the status of all supplements to the School Board
- Verify and process substitute requests for vacancies
- Compile vacancy data to assist with allocating positions and recruitment/retention efforts
- Verify all Personnel Action Forms (or electronic equivalent) for position control and account coding
- Assist with the development and continuous update of the District Staffing Allocation Plan
- Assist with allocating staff to schools and sites in accordance with the Staffing Plan
- Assist with the development and continuous update of the District Staffing Allocation Plan
- Maintain confidentiality
- Respond to inquiries and concerns in a timely manner
- Keep Assistant Superintendent of Business Services & Operations informed of potential problems and unusual events
- Perform other duties as assigned by the Assistant Superintendent of Business Services & Operations and/or designee

**Physical Demands:**

Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force regularly or as needed to move objects

**Reports to:**

Reports directly to the Assistant Superintendent of Business Services & Operations and/or designee

**Evaluation:**

Annual evaluation done by the Assistant Superintendent of Business Services & Operations and/or designee

**Terms of Employment:**

12-month employment

**Salary:**

Salary based upon approved salary schedule - Confidential Level L

**Job Code:**

75034

Board Approved: 08/18/98

Revised: 01/02, 01/20/09, 03/03/09, 05/17/11, 03/13/12, 06/10/14, 7/6/2015, 10/24/23