

alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Manager of Staff Allocations

GENERAL RESPONSIBILITIES

1. Serves as point of contact for allocation, funding, position numbering, etc. inquiries.
2. Reviews all incoming allocation requests, ensuring they are complete and accurate, before forwarding for determination.
3. Documents all staff allocations by position and funding source.

SPECIFIC RESPONSIBILITIES

1. Maintains records of allocation adjustments.
2. Prepares monthly "internal" allocation documents.
3. Maintains "internal" staffing formula document.
4. Acts as liaison with Human Resources/Compensation Department on rate of pay, position calendar and numbering of requested allocations.
5. Performs other duties as assigned.