

to finger, handle or feel; and reach with hands and arms. The employee occasionally lifts and/or moves up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee shall remain free of any 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 Executive Director of Student and Staff Projections, Allocations and Reporting

GENERAL RESPONSIBILITIES

1. Manages staff allocations distribution, recordkeeping and funding.
2. Supports district wide budget and staff allocation evaluation and approval processes in all programs.
3. Supervises implementation and maintenance of position control system.

SPECIFIC RESPONSIBILITIES

1. Reviews and recommends modifications in staffing formulas and ensures timely and accurate reporting during official count periods.
2. Serves as liaison with Human Resources office for staffing/allocation purposes.
3. Serves as liaison with Human Resources and Technology offices for position control purposes.
4. Supervises assigned personnel.
5. Assists in the development of scheduling and data protocols for ESE programs.
6. Assists with maintaining the basic, ELL and Vocational FTE projection and reporting systems.
7. Performs other duties as assigned.