



addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

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. Reviews all Personnel Action Forms to ensure allocation availability and funding accuracy.
2. Serves as a point of contact for position funding.

#### SPECIFIC RESPONSIBILITIES

1. Exercises initiative and judgment within an assigned scope of authority and assumes responsibility with minimal supervision.
2. Reviews and makes adjustments to Personnel Action Forms as needed.
3. Collaborates with Budget Department for determination of position funding per Financial and Program Cost Accounting and Reporting for Florida Schools (Redbook).
4. Develops and maintains internal funding documentation.
5. Utilizes internal reports and data mining tools for funding verification purposes.
6. Provides funding support to school and district personnel.
7. Conducts periodic Position Control roster reviews.
8. Serves as backup to Allocation Specialist.
9. Performs other tasks as assigned.