

PLEASE POST



POSITION AVAILABLE

GALENA PARK INDEPENDENT SCHOOL DISTRICT

- Position:** **Position Control Clerk**
- Description:** Responsible for performing a variety of complex technical and specialized functions in support of ensuring completeness, accuracy of the District's position control, including position classification, document tracking and processing database management, position related compensation management.
- Pay Grade:** 206
- Length of Assignment:** 226 Days
- Qualifications:**
- Minimum Education/Certification:**
High School Diploma or GED
- Special Knowledge/Skills:**
Experience in Human Resource Services processes and procedures
Strong analytical and problem-solving abilities
Proficient skills in ten-key, typing, Windows, Microsoft Word, Excel, Frontline, networking, and filing operations
Extensive knowledge of Microsoft Excel preferred
Exceptional math skills and basic accounting skills
Effective interpersonal skills and communication skills
Experience with calculating wages preferred
Experience with school district compensation processes preferred
Bilingual preferred
- Standard of Professional Conduct:**
As an employee of Galena Park ISD, you will be expected to follow the Board of Trustees Policy, the GPISD Employee Handbook, departmental and/or campus procedures, and all local, state and federal laws and policies.
- Experience:**
Three (3) years of experience in accounting, personnel, compensation, PEIMS, and/or position control, preferred in an educational agency.
- *** JOB DESCRIPTION ATTACHED ***

Deadline: **OPEN UNTIL FILLED**

Contact: Aneka VanCourt, Executive Director for HRS – Secondary Personnel
Galena Park Independent School District
14705 Woodforest Blvd., Houston, TX 77015
avancourt@galenaparkisd.com

Application: **Internal (In District) Applicants – Please click on the link below to create an account and upload your current Letter of Interest and Resume:**
<https://www.applitrack.com/galenaparkisd/onlineapp/>

Out of District – Please click the link below to submit an application:
<https://www.applitrack.com/galenaparkisd/onlineapp/>

MAJOR RESPONSIBILITIES AND DUTIES:

1. Ensure the integrity and accuracy of the position control system.
2. Plan, organize, monitor, evaluate and reconcile the position control system in coordination with the Sr. Director for Position Control and Compensation Budget.
3. Ensure that all additions and changes to position control are accounted for and correspond with the budget and pay record.
4. Develop, recommend and participate in the implementation or changes in position control procedures, reporting and control systems maximizing the efficiency of the position control process.
5. Coordinate communications and information between departments and others to assure smooth and efficient fiscal, budgetary and human resources reporting activities.
6. Ensure personnel information is available for budget development.
7. Assist with reconciling discrepancies in PEIMS reporting.
8. Provide salary calculations for review by Administrative Staff for approval of salaries for new and current employees following Board approved policies and procedures and notify employees of changes.
9. Assist in the coordination of the annual salary change process and monitor adjustments to ensure accuracy.
10. Assist district staff with questions or concerns pertaining to compensation. Investigate and respond to salary review requests.
11. Create salary notification letters for new employees, transfers, promotions, reclassifications, reassignments, etc. for all employees.
12. Process bi-monthly payroll changes to hourly rates, daily rates, scheduled hours, scheduled days worked, leave balances, and calendars.
13. Work in collaboration with the district's payroll department to verify and acknowledge employee payroll variances, errors, exclusions, warnings, etc. for bi-monthly payroll changes.
14. Maintain confidentiality of all information.
15. Work in conjunction with all team members to ensure that the functions of the department are completed in an accurate, timely, and efficient manner.
16. Perform other related duties as assigned.

EQUIPMENT USED:

Uses copier, 10 key calculator, desk top computer, printer, shredder, and telephone

WORKING CONDITIONS:

Mental Demands:

Ability to multi-task in a fast-paced environment; ability to work with numbers in an accurate and rapid manner; ability to communicate effectively (verbal & written); ability to operate personal computer; ability to meet established deadlines; ability

to maintain accurate and auditable records; ability to work with little or no supervision.

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer, regular attendance

The foregoing statements are intended to describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

Approved by

Date

Reviewed by

Date
