

MODESTO CITY SCHOOLS

JOB DESCRIPTION

MAINTENANCE AND OPERATIONS EMPLOYEE SYSTEMS TECHNICIAN

DEFINITION:

Under the direction of the Senior Director-Maintenance and Operations, process and track attendance, substitute placements and other attendance and payroll related functions for the Maintenance and Operations Department; monitor account funding for special assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process overtime pay claims for permanent employees and substitutes within the Maintenance and Operations Department; verify, code, audit and post accounts for pay claims and leave tracking.
- Assist in computing salaries; assist in the processing of month-end and pay claims and related payrolls as directed.
- Maintain and update online pay claim, payroll and absence tracking databases; review database for accuracy; assist staff with operations and requirements; submit online claims for payments.
- Maintain attendance records; make payroll adjustments as required; review and verify availability of paid-time-off for departmental staff.
- Track and process leaves, leaves of absence, and Worker's Compensation claims.
- Process and receive departmental calls regarding attendance; develop schedules and assign substitute labor to sites as required; monitor substitute assignments and contact information.
- Review site employee attendance practices and procedures and make recommendations to improve efficiency and effectiveness.
- Assist in establishing substitute employee files.
- Compile information and prepare and maintain a variety of records, reports and files related to dispatch activities, emergencies and assigned activities; maintain departmental maps as required.
- Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a copier, fax machine, computer and assigned software; arrange for equipment repairs as needed.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college-level coursework in accounting, business or related field and two years accounting experience.

Knowledge of:

- Preparation, maintenance, verification and processing of pay claims records and reports.
- Contract absence codes and leave of absence procedures.
- Organizational policies and objectives
- Financial and statistical record-keeping techniques.
- Preparation of financial statements and comprehensive accounting reports.
- Applicable laws, codes, regulations, policies and procedures.
- Principles and practices of data processing.
- Modern office practices, procedures and equipment.

- Operation of a computer and assigned software.
- Oral and written communication skills.
- Interpersonal skills including tact, patience and courtesy.
- Arithmetic computations.

Ability to:

- Prepare and maintain a variety of automated and manual records and reports.
- Interpret, apply and explain laws, rules and regulations related to pay claim activities.
- Process pay claims and related records.
- Monitor, audit, adjust and reconcile data.
- Identify, investigate and resolve financial errors and discrepancies.
- Operate a variety of office equipment including a computer and assigned software.
- Compare numbers and detect errors efficiently.
- Communicate effectively both orally and in writing.
- Assemble, organize and prepare data for records and reports.
- Work confidentially with discretion.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Make arithmetic computations with speed and accuracy.

WORKING CONDITIONS:

Work Environment:

- Office environment.
- Constant interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Cabinet Approved: 5/17/11

Unit Approved: 5/27/11

Board Approved: 6/20/11

FLSA Status: Non Exempt