

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

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JOB TITLE: District/Business Support Services Technician

SUPERVISOR: Superintendent or Designee

SALARY RANGE: District Office Classified Employee Salary Schedule

Examples of Important and Essential Duties and Responsibilities:

This position performs a variety of secretarial/office functions to support the district office. This individual must be highly proficient, professional and accurate in his/her duties. Duties include dealing with a wide variety of information on a strictly confidential basis. Essential functions may include, but are not limited to the following:

Duties and Responsibilities:

District Support:

1. Coordinate District online staff training system through Public School Works
2. Assists Administration with special projects and reporting
3. Coordinates documentation and processes related to student health records.
4. Responsible for documentation and tracking for attendance monitoring and School Attendance Review Board
5. Provides support for categorical programs including but not limited to Title I, English Learners and mandated testing
6. Assist district in completing Categorical Program Monitoring reports, and maintaining documentation, files and records for audit purposes
7. Maintains information to support State and Federal requirements for SIS programs
8. Coordinates the District Emergency and Response Plans, supply ordering and organization of items at sites
9. Coordinates all State level testing
10. Coordinates and monitors the State and Federal requirements for ELPAC
11. Supports Director of Student Support Services with all district informal and summative assessment data.
12. Coordinates homeless and foster youth programs through NCSOS for the district

Payroll:

1. Perform clerical financial data entry and record keeping activities to support the preparation, processing and maintenance of payrolls for certificated, classified, and hourly employees
2. Prepare employee data sheets
3. Maintain employee attendance, benefit and voluntary deduction records

4. Answer questions from employees requiring explanation of calculations, rules and regulations governing payroll processing
5. State payroll reporting
6. Interact closely with Human Resources and Administration to assure that all information regarding payroll adjustments, problems, employment status, and salary accounts are up to date and accurate
7. Prepare payroll calculation and Excel spreadsheets as requested

Human Resources Assistance

1. Assist with New Employee Hiring Processes
2. Process workers' compensation claims and return to work procedures
3. Process employee benefit enrollments and changes
4. Assist with maintenance of personnel files

Other Duties

1. State reporting for Food Service, State Preschool and/or other programs
2. Prepare journal entries and cash transfer forms
3. Business Manager support
4. Type a variety of materials, such as interoffice communications, requisitions, forms, and letters from oral direction, handwritten copy, or clear draft.
5. Process forms, applications, and/or other paperwork for District Office and programs.
6. Maintain and process information related to assigned operational records by transferring data, calculating totals and subtotals, or compiling summaries
7. Maintain a variety of computerized data collection systems and other records/filing systems.
8. Respond to inquiries of staff, other educational institutions, the public, parents and/or students for the purpose of providing information and/or direction.
9. Assist other personnel for the purpose of supporting them in the completion of their work activities.
10. Other duties as assigned

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

Physical Requirements

Employees in this position must have the ability to:

1. Stand, walk, use hands and fingers to handle or feel objects and talk or hear.
2. Sit for extended periods and frequently squat, bend, stoop, kneel, climb stairs, reach forward and overhead, and push/pull items such as desks, tables or chairs.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal indoor levels, outdoors and on the telephone.
5. Speak in audible tones so that others may understand clearly inside, outdoors and on the telephone.
6. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
7. Lift up to 25 pounds to shoulder height and carry objects weighing over 15 pounds.
8. Maintain physical, mental, and emotional stamina to endure work hours under sometimes stressful conditions and constant interruptions.

Work Environment

Employees in this position will normally perform work in an office environment and come in direct and frequent contact with students, and the public.

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Required Education and Experience

1. Previous experience in secretarial position.
2. High School diploma or equivalent.
3. Experience using technology in an office setting. (Two years preferred)
4. Obtain a score of 70% or better on clerical/computer tests.
5. Valid Driver's License, Criminal Justice Fingerprint Clearance, TB Clearance
6. Possession of valid First Aid/CPR Certification
7. Knowledge of protocol for bloodborne pathogens.

Required Testing

- Pre-employment Proficiency Test on clerical/computer applications (administered by the District Office), English usage, and mathematics.

Desired Qualifications

Previous secretarial experience in a school district or government setting.

Knowledge of:

1. Proper English usage, grammar, spelling, vocabulary, and punctuation.
2. Modern office methods, procedures, and practices, including filing systems, business correspondence, and telephone techniques.
3. Filing systems and records development and maintenance techniques.
4. Standard bookkeeping and record keeping.

Ability to:

1. Work independently with minimal direction, use initiative, and prioritize and coordinate work flow to meet established deadlines.
2. Maintain the confidentiality and security of sensitive information and files.
3. Learn the operations, procedures, policies, requirements, and legal procedures of the sites and district. 4. Interpret, understand and apply site and district policies, procedures, rules and regulations, and both oral and written directions with good judgment in a variety of situations.
5. Establish, organize, and maintain accurate filing and record keeping systems including a computer database.
6. Proofread and make mathematical calculations quickly and accurately.
7. Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.
8. Operate a variety of standard office machines and equipment such as a calculator, copy machine, telephone, computer, etc.
9. Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties including students, co-workers, staff, supervisors, and the public. 10. Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, and disabilities of students, teachers, administrators, and staff.

11. Maintain consistent, punctual and regular attendance.
12. Quickly learn and be able to coordinate multiple tasks.
13. Be a well-organized, logical thinker.
14. Meet and maintain the physical requirements necessary to perform assigned job duties in a safe and effective manner.

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals in this position and additional duties may be assigned.

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ADOPTED: August 19, 2021

PVUESD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The District prohibits sexual harassment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or his designee.

At time of employment, the employee will be required to sign a copy of their job description for their personnel file. I have received a copy of this job description.

Employee Signature Date

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