

STAFF ATTENDANCE DATA AND INFORMATION TECHNICIAN

General Purpose:

A Staff Attendance Data and Information Technician is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Staff Attendance Data and Information Technician provides clerical and technical support related to the Placer County Office of Education (PCOE) absence reporting and tracking system and assists in monitoring and performing duties in areas related to staff absences; provides assistance in specialized assignments and works closely with management and support staff; and acts as the liaison to the service provider of the PCOE absence reporting and tracking system.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Acts as the primary contact for the PCOE absence reporting and tracking system.
- Inputs, maintains and tracks information on a daily basis related to substitute assignments and communicates outcomes to management and support staff.
- Tracks and monitors the assignments and the number of workdays for each substitute for the purpose of compliance with legal and credential requirements.
- Performs yearly system maintenance and updates to ensure accuracy for absence tracking and substitute assignments.
- Assists in the regularly scheduled implementation of transferring data in order to compile accurate monthly employee time sheets and obtains appropriate signatures.
- Reviews daily absences and assists in staffing unfilled positions.
- Provides assistance and direction to staff on matters regarding the PCOE absence reporting and tracking system.
- Assists in scheduling staff attendance at required trainings.
- Performs clerical work including typing, proofreading, data entry, filing, and reviewing and recording information.
- Reviews, interprets, processes and disseminates data in conjunction with systems related and required to the functions of the position.
- Assists with required assessment implementation and training.

Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent.

Experience:

- Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

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Knowledge, Skills and Abilities:

- Knowledge of PCOE's absence reporting and tracking system including technical aspects.
- Knowledge of database software programs and office equipment.
- Knowledge of proper English usage, grammar, spelling and punctuation, and mathematics.
- Knowledge of requirements, timelines and restrictions affecting substitute assignments.
- Skills in providing good communication and customer service.
- Skills to instruct others in matters related to position.
- Ability to apply practices and processes in a variety of circumstances.
- Ability to establish and maintain cooperative working relationships.
- Ability to navigate through current PCOE operating systems.
- Ability to maintain database information.
- Ability to monitor numerous time lines.
- Ability to type from clear legible copy.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.

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- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 25.5

Reviewed and Approved:

Supervisor: _____

Date: 10-22-14

Human Resources: _____

Date: 10/22/14