



SJCOE
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Job Description

POSITION TITLE: Attendance/Workers' Compensation Technician #2416
Business Services

SALARY PLACEMENT: Classified/Confidential Supervisory Salary Schedule
Range 2

MINIMUM QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Possess high school diploma or equivalent supplemented by college-level course work in business administration, human resources administration, clerical, or a related field. Four years of clerical experience including at least two of increasingly responsible business/human resources-related experience.

DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING AND/OR EXPERIENCE:

Proficiency on computer Attendance Accounting System. Knowledge of general attendance laws and guidelines, preferably in an educational agency. Knowledge of general Workers' compensation laws and guidelines, preferably in an educational agency. Five years of experience at a school district or County Office of Education including at least three of increasingly responsible business/human resources-related experience. Knowledge of education code/school attendance procedures, attendance accounting, and record management. Knowledge of workers' compensation, unemployment, and disability laws and regulations.

CREDENTIALS AND/OR SKILLS AND ABILITIES:

To operate word processing and publishing applications including spreadsheets; exercise sound judgment in interpreting and applying existing laws, policies, rules regulations, and procedures. Make arithmetical calculations; follow written and oral instructions; analyze situations and adopt an effective course of action; prepare reports and maintain records; meet the public tactfully and courteously; compose correspondence; show initiative in planning work. Knowledge of basic accounting and related recordkeeping procedures; workers' compensation regulations and policies; personnel and employee relations principles, practices and systems; modern office practices and procedures, filing systems; customer service principles and practices; letter and report writing; proper English grammar, spelling and punctuation; office machines and computer use. Analyze data utilizing defined processes and draw conclusion; work with a diversity of individuals; problem solve; create plan of action and reach solutions; work independently in the absence of specific instructions; understand and carry out oral and written instruction and establish and maintain cooperative and effective working relationships with others.

SUMMARY OF POSITION:

Under direction of the Coordinator and Division Director of Payroll Services, performs a variety of technical business/human resources duties and provides assistance to prospective and current employees; manages and maintains all aspects of employee attendance; assists injured employees in completing appropriate paperwork and submits to the Workers' Compensation carrier.

ESSENTIAL FUNCTIONS:

Essential functions may include, but are not limited to:

1. Manages and maintains the automated absence tracking system; posts, audits and maintains absence records for all employees.
2. Gathers, compiles, summarizes and distributes attendance data from the automated absence tracking system for the purpose of disseminating information to appropriate parties.
3. Establishes and maintains all employee attendance files.
4. Monitors and modifies employee data in the automated substitute calling system.
5. Assists in the development of required safety plans to ensure OSHA compliance.
6. Assists with the coordination of safety trainings; collects and stores safety records.
7. Assists injured employees in completing appropriate paperwork in the required time frame and submits claims electronically to the workers' compensation carrier.
8. Meets with employees to discuss the various extended leave options.
9. Performs a variety of clerical duties related to attendance and workers' compensation function; develops and maintains payroll related forms (dockage, unemployment, disability, etc.); answers phones responding to inquiries and/or taking messages, composes and prepares correspondence, reports and other documentation as directed.
10. Operates a variety of standard office equipment, such as a personal computer and applicable payroll software, telephone, fax and copier.
11. Maintains strict confidentiality on all job-related matters.
12. Performs a variety of technical duties and provides assistance to current personnel; assists in resolving attendance-related issues and concerns with discretion and confidentiality, refers more difficult or sensitive issues to supervisor as needed.
13. Monitors, modifies, extracts and distributes staff attendance data from on-line attendance system.
14. Makes computations using several arithmetical processes for the purpose of preparing employee attendance dockages, differential leave tracking, etc.
15. Attends conferences/workshops and meetings as required.
16. Keeps abreast of legislation and regulations for the purpose of ensuring compliance with legal and/or administrative policy requirements.
17. Provide training in area of assignment to a small or large group of employees.
18. Exercise reasonable judgment in unusual circumstances.
19. Be flexible with a positive attitude and possess excellent interpersonal skills.
20. Work as a team member.
21. Performs other related duties as assigned.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal/typewriter, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift and/or carry up to 25 pounds to waist height.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.