

TITLE: ABSENCE MANAGEMENT SYSTEM TECHNICIAN

JOB GOAL: To contribute to the efficient operation of the Human Resources Department through organization and maintenance of accurate records related to employee attendance and substitute assignments for district staff.

QUALIFICATIONS

Knowledge of

1. Correct English usage, spelling, grammar, punctuation, and math.
2. Applicable state laws, district policies, procedures, and other regulations governing the program or area of assigned responsibilities.
3. Modern office methods and procedures.
4. Proper telephone techniques and etiquette.
5. Safety rules and regulations for this position.

Ability to

1. Perform a variety of specialized clerical and technical duties concerning absence reporting and substitute placement.
2. Compile reports and keep detailed records.
3. Understand and explain a variety of policies, laws, rules, and regulations.
4. Receive and give information over the telephone or in person in a courteous manner.
5. Work efficiently with frequent interruptions.
6. Perform assigned work without continuous supervision.
7. Type accurately at a rate forty (40) words per minute.
8. Work within a flexible schedule to meet the operational needs of the department.
9. Operate modern office equipment/machines such as scanner, calculator, copy machine, computer terminal, and printer.
10. Perform mathematical calculations using addition, subtraction, multiplication, and division.
11. Compile and maintain accurate and complete records and reports.
12. Understand and carry out oral and written instructions, policies and procedures.
13. Communicate effectively in both oral and written forms.
14. Establish and maintain effective work relationships with those contacted in the performance of required duties.
15. Learn and follow the operations, procedures, policies, and requirements of the Human Resources Department.
16. Handle all matters in a tactful, courteous, and confidential manner.
17. Work independently and maintain high standards of workmanship.

Training, Experience and Requirements

1. Equivalent to the completion of the twelfth (12th) grade.
2. Two (2) years of increasingly responsible clerical experience including successful use of computer or any combination of training and experience that could likely provide the desired knowledge and abilities may be considered.
3. A work history demonstrating reliability and good attendance.
4. Some positions in this class may require individuals who can read, write, and/or speak a second language.

REPORTS TO: Assigned administrator or department supervisor

ESSENTIAL FUNCTIONS

1. Arranges classified and certificated substitute assignments as required.
2. Answers questions and provides information to appropriate staff and employees regarding district policies and established guidelines related to substitutes and absence reporting.
3. Communicates effectively in both oral and written form, with substitute employees, school staff, applicants, and the public in a constructive, objective, efficient, and professional manner.
4. Maintains and updates a variety of record keeping systems and files related to substitute services, including computer data files, and documents related to employee absences and substitute placement requests.
5. Monitors various timelines, such as calendar updates, reports, system upgrades, substitute assignments, etc., to ensure required actions are completed in a timely manner.
6. Performs a variety of clerical work, including typing, proofreading, filing, and record verification related to substitute services.
7. Operates and troubleshoots substitute computer systems for effective use.
8. Operates a variety of office machines including copier, computer, scanner, calculator, and computer terminal.
9. Checks, verifies, sorts, tabulates, and files a variety of data and information according to predetermined classifications; maintaining alphabetical, numerical, index, and cross-referencing files as related to substitute services.
10. Processes forms, applications, documents, records and/or other paperwork in support of assigned office functions.
11. Searches records and files to assist in preparation of reports and summaries.
12. Types memos, correspondence, and other materials from oral directions, rough draft copy or notes.
13. Follows district policies and procedures.
14. Participates in district in-service training as required.
15. Performs other related duties as assigned.

This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

PHYSICAL ABILITIES

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English or other designated language.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to sit for sustained periods of time.
6. Able to climb slopes, stairs, steps, ramps, and ladders.
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally.
9. Able to push and pull objects weighing up to thirty (30) pounds.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion.

PHYSICAL ABILITIES (continued)

11. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner.

While the ideal candidate will possess all these abilities, duties assigned can be modified to reasonably accommodate some physical restrictions.

TERMS OF EMPLOYMENT: Twelve-month work year
Classified bargaining unit member

EVALUATION: Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The site administrator or his/her designee will give the evaluation.

Approved by: Board of Education
Revised: February 12, 2019

Date: June 10, 2010

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TOBACCO-FREE, DRUG-FREE WORKPLACE AND
AN EQUAL OPPORTUNITY EMPLOYER**