

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Transportation Services Technician	CLASSIFICATION:	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	FLSA:	Non-Exempt
JOB CLASS CODE:	9442	WORK YEAR:	12 Months
DEPARTMENT:	Transportation Services	SALARY:	Range 42 Salary Schedule C
REPORTS TO:	Assigned Supervisor	HR APPROVAL:	09-07-11
		HR REVISION:	

BASIC FUNCTION:

Perform a variety of complex technical and clerical recordkeeping duties in support of the Transportation Services Department; prepare and maintain a variety of records and reports for submission to district departments; respond to management needs for statistical information and reports.

DISTINGUISHING CHARACTERISTICS:

This position is located in the Payroll/Personnel section of Transportation Services where the technical nature of the job requires an overall understanding of the payroll/personnel system. Substantial ingenuity, initiative, good judgment, and public relations skills are required. The employee in this class faces constant interruptions while performing salary calculations in which accuracy is a must.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)

Create automated office solutions to streamline operations and data/information collection; provide computer support and guidance to other employees. **E**

Responsible for tracking, monitoring, and submitting transportation payroll for the entire department. **E**

Prepare several yearly work calendars that show color-coded weekends, unpaid days, holidays, 1/2 paid work day, breaks, end of month, paid work days, as well as employees that are on each calendar; post calendars for employees. **E**

Responsible for careful monitoring of all department employees' time worked to include: overtime, extra duty hours, and time off per district and department guidelines, including work calendars; cross-reference actual FTE hours and per diem hours that are worked on the same day; track positive and negative attendance. **E**

Enter absentee employee data on-line; check employee daily work assignment for regular hours and per diem hours; prepare appropriate paperwork for each absentee employee; notify employee to come in and sign paperwork upon their return; submit data to Payroll Services. **E**

Utilize spreadsheets/database to enter attendance data and overtime hours; track approximately overtime reason codes for lower-level objectives; prepare appropriate paperwork for each employee; notify employee if information is missing or if their signature is needed; forward to Payroll Services. **E**

Prepare position requisitions to increase or decrease full-time equivalency (FTE) when employee work hours change due to re-bidding of special education/regular routes or route changes; adjust work calendars and hours in spreadsheets/database to ensure that employees are paid correctly; prepare vacancy requisitions. **E**

Research and analyze transportation employee data utilizing spreadsheet programs to ensure accuracy and conformity with contract provisions; perform detailed audits of individual records; investigate discrepancies and inconsistencies by researching supporting documents and records. **E**

Responsible for data collection procedures/instructions; analyze and report statistical data on absences and overtime; develop a wide variety of reports, charts, graphs; and provide statistical data for evaluation purposes. **E**

Meet with all transportation new hires to provide information pertaining to forms, work calendars, daily work assignments (regular and per diem work hours), overtime, how they are paid and how the payroll system calculates, absence reporting, bid sheets, leaves, and other related procedures; input new hire data and/or terminations into the Transportation Management System (TransTraks) software, as well as a wide variety of computer spreadsheets. **E**

Monitor and track the 195-day rule for on-call Bus Drivers and Bus Attendants; track monthly the number of days worked, the number of days left to work, and project last day to work; provide 195-day rule information to Dispatch Office. **E**

Prepare, format, type, proofread, and duplicate records, reports, or related materials. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer and related software to input, output, update, query, and access a variety of records and information; generate records, reports, queries, lists, and summaries; operate standard office equipment; operate a vehicle to conduct work; lift light objects. **E**

Provide excellent customer service by establishing positive relationships with district staff; respond to phone calls, emails, letters, and other communication. **E**

Promote teamwork by sharing knowledge, cooperating with others, participating in meetings, and supporting the goals and objectives of the district and the department. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: graduation from high school, and three years of increasingly responsible clerical/technical experience, including one year in an educational setting. Preference will be given for financial, statistical, or accounting experience.

LICENSES AND OTHER REQUIREMENTS:

Overall scores in computer software testing program preferred as follows:

- Keyboarding.....50 Correct WPM
- Word.....75% Overall Score
- Excel / Access75% Overall Score

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Transportation Services policies, procedures, and terminology.
- Transportation Management System.
- Research techniques and payroll calculations related to Transportation Services.
- Applicable sections of the State Education Code, other laws, rules, and regulations related to assigned activities.
- Operation of a computer, related software, databases, and data entry techniques.
- Paperless electronic filing system.
- Technical methods used to perform specialized tasks.

Current office practices, procedures, equipment, and technology.
 Financial record-keeping techniques.
 Correct English usage, grammar, spelling, punctuation, and vocabulary.
 Oral and written communication skills.
 Health and safety regulations.
 Interpersonal skills using tact, patience, and courtesy.
 Telephone techniques and etiquette.

ABILITY TO:

Perform the basic function of the position.
 Analyze and interpret fiscal records and documents.
 Perform salary calculations accurately regardless of constant interruptions.
 Interpret and explain related rules, regulations, policies, and procedures.
 Prepare financial summaries, comprehensive reports, and maintain records.
 Meet schedules and timelines.
 Work independently with little direction.
 Operate a computer, related software, and databases.
 Lift light objects according to safety regulations.
 Handle multiple tasks, and complete work with many interruptions.
 Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.
 Communicate effectively, both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.
 Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Office environment; constant interruptions.

SAMPLE PHYSICAL ABILITIES:

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve and store files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

SAMPLE HAZARDS:

Occasional contact with dissatisfied individuals; tasks consistently deal with immediate response requirements and a stressful work environment.

APPROVALS:

Carol Mignone Stephen, Interim Chief Human Resources Officer

Date

Jonathan P. Raymond, Superintendent

Date