

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: ATTENDANCE/WORKERS/COMPENSATION TECHNICIAN

BASIC FUNCTION:

Under the direction of the Assistant Superintendent Personnel Services and Director Budget Services, perform school district attendance accounting; compile attendance reports for submission to the County Office of Education, State of California and other governmental agencies; audit the attendance records of District schools; assist in the coordination of the District Workers' Compensation program; perform various clerical services.

REPRESENTATIVE DUTIES:

Receive and audit monthly attendance reports from District and non-public schools; correct inconsistencies; visit school sites as needed.

Compile, input, and verify attendance and enrollment data; maintain spread sheets and prepare District attendance accounting and health data reports.

Work closely with Attendance Clerks and other school personnel to provide accurate and timely attendance data and reports.

Train school attendance personnel in attendance procedures, policies and guidelines; advise school attendance personnel of requirements, regulations and changes to procedures and forms.

Explain a variety of District and Governmental codes, policies and regulations pertaining to attendance and Workers' Compensation.

Prepare and maintain a wide variety of statistical reports pertaining to attendance, class size, enrollment, absences, health/medical records; submit to appropriate county and state agencies.

Receive, verify accuracy of information, and process Workers' Compensation forms in compliance with current regulations.

Prepare, verify and compile information necessary for determination of Workers' Compensation benefits.

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Serve as the District contact in matters related to Workers' Compensation, pre-employment physicals, and tuberculosis clearances.

Review and recommend modification to forms and processes related to Workers' Compensation to ensure compliance with current regulations.

Maintain accident report logs in accordance with California Occupational Safety and Health Administration and other related regulations.

Maintain Workers' Compensation files and records and notify employees of benefit status.

Prepare specialized reports and surveys for administrative use as assigned; prepare Board agenda items and related materials.

Ensure use of proper accounting methods in compliance with State and federal guidelines for funding purposes.

Operate a variety of office machines including typewriter, adding machine, calculator, copier, computer, word processing hardware, and microfiche machine.

Perform a wide variety of responsible clerical work as directed.

Compose written materials independently or from oral instruction, letters requesting or providing information or dealing with routine matters.

Schedule and maintain a list of doctor appointments for pre-employment physicals.

Process and verify billing for payment to health providers for pre-employment and tuberculosis clearances.

Initiate and answer telephone calls; schedule appointments.

Prepare and process applications and forms in accordance with established procedures; assure compliance with a variety of laws and regulations governing assigned functions.

Proofread and edit reports, records and other data for accuracy, completeness and compliance with established standards.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State Education Code sections and State and Federal regulations relevant to health and attendance record-keeping, accounting and Workers' Compensation.

Procedures and terminology used in school attendance, health reporting, and Workers' Compensation.

Modern office practices, procedures and equipment.

Record-keeping techniques.

District organization, operations, policies and objectives.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette.

ABILITY TO:

Prepare statistical reports.

Consolidate, compile and compute numerical data for statistical reporting.

Make arithmetic calculations quickly and accurately.

Work independently with little direction.

Work confidentially with discretion.

Work cooperatively and effectively with others.

Meet schedules and time lines.

Plan and organize work.

Communicate effectively both orally and in writing.

Learn and follow rules, regulations, policies and procedures pertaining to position.

Operate a variety of office machines such as computer and word processing

hardware, printer, typewriter, calculator, adding machine and microfiche machine.

Type at 50 words net per minute from clear copy.
Compose independently or from oral instructions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including or supplemented by course work in statistical record-keeping and three years increasingly responsible experience performing record-keeping and clerical work, preferably involving school district attendance record-keeping.

WORKING CONDITIONS:

Typical office environment.