

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:	

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.

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 11(k)10.1014(app)6(08)05(1)-3.995(es)-3.008)11.005(an(