



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0765
Pay Grade: ~~G07~~ E07

FLSA: Exempt
P/T/S

SUPERVISOR, VEHICLE MAINTENANCE VEHICLE MAINTENANCE SPECIALIST

REPORTS TO:

Director, Transportation

SUPERVISES:

Support Staff

QUALIFICATIONS:

Graduation from high school or possession of a GED plus special schooling and/or courses in vehicle maintenance; five (5) years extensive, practical experience in all types of vehicle repair, maintenance, and restoration; five (5) years experience in the supervision of mechanical and supporting personnel; experience in all phases of heavy vehicle maintenance; working knowledge of federal, state and local laws and regulations affecting minimum maintenance standards for vehicles owned by the Pinellas County School Board. Must possess and maintain a valid state of Florida commercial driver's license (CDL) class B to include "air brakes" and "passenger" qualifications. Must possess and maintain a Department of Education (DOE) school bus inspector certification.

PREFERRED:

Bachelor's degree in business administration, management or related field. Five (5) years experience managing a large vehicle maintenance budget, a parts procurement, inventory and cost accounting process, and a multiple-location vehicle maintenance operation. Possess a thorough understanding of federal, state and local laws, rules and regulations for the management of fuel storage and dispensing operations.

MAJOR FUNCTION

Supervisory position with responsibility for planning, organizing, coordinating, directing, and evaluating all aspects of the effective and economical maintenance of all vehicles.

ESSENTIAL RESPONSIBILITIES

- Establishes an effective, economical preventive maintenance program and maintenance schedules for all school buses and other vehicles
- Determines with the Vehicle Maintenance Coordinator and Foremen, that vehicle maintenance, repair and rehabilitation work is assigned to the proper mechanics with appropriate priorities, and in consideration of need and economics, that each vehicle is returned to operation in the quickest time practical
- Determines through personal supervision, that all maintenance, repair and rehabilitation of vehicle objectives are being achieved within established timelines
- Supervises the overall operation of all vehicle maintenance and repair shops
- Works with commercial insurance adjusters in arriving at estimates for repairs of vehicles that have been involved in accidents, including a determination that adequate reimbursement funds are provided
- Provides detailed specifications, as a basis for the purchase of vehicles, equipment and tools needed for the vehicle maintenance shops; and inspects newly-purchased vehicles, equipment and tools to determine that they fully meet such specifications
- Investigates the need and determines the type of new equipment to properly maintain Board-owned vehicles in accordance with state and federal regulations
- Determines the need for the purchase of oils, greases, tires and repair parts to meet the requirements for vehicle maintenance

SUPERVISOR, VEHICLE MAINTENANCE VEHICLE MAINTENANCE SPECIALIST

ESSENTIAL RESPONSIBILITIES (Continued)
<ul style="list-style-type: none">• Determines the need for additional schooling and on-the-job training of mechanics and other vehicle maintenance-associated personnel• Coordinates bus vehicle maintenance programs with school bus route schedules, considering the utilization of each unit for maximum efficiency and economy• Maintains records of all maintenance activities for all vehicles• Performs other related duties as required
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 3/82; TITLE BOARD APPROVED: 4/9/86; REVISED: 12/87 BMP: BOARD APPROVED: 1/13/88; FORMAT REVISED: 7/88; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; ADDED PREFERRED: 9/04 AK; REVISED: (MQ's) 11/10 RAS; BOARD APPROVED: 1/11/11; REVISED FORMAT, PG, TITLE, RT, SUPERVISES: 03/18/16 CH; BOARD APPROVED:

SUPERVISOR, VEHICLE MAINTENANCE VEHICLE MAINTENANCE SPECIALIST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental, or visual ability required by the job	X				

Supervisor, Vehicle Maintenance — ADM Vehicle Maintenance Specialist – PTS

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: ~~0578~~ 8610
 Pay Grade: ~~C07~~ E07

FLSA: Exempt
 Administrative-PTS

SUPERVISOR, EMPLOYEE BENEFITS AND WORKERS' COMPENSATION
MANAGING OFFICER, EMPLOYEE BENEFITS, HEALTH, AND WORKERS'
COMPENSATION

REPORTS TO:

Director, Risk Management and Insurance

SUPERVISES:

P/T/S Staff
 Support Staff

QUALIFICATIONS:

~~Graduation from an accredited college or university with a Bachelor's degree~~ from and accredited college of university in Business Administration or a related field. Five (5) years progressively responsible professional experience in employee benefits and workers' compensation to include three (3) years in a supervisory or management capacity. Experience in the application of insurance laws and government regulations as they relate to employee benefits and workers' compensation.

PREFERRED:

Experience with PC applications in a main frame computer environment.

MAJOR FUNCTION

Assists Director in providing leadership, direction, and resources in the areas of Employee Benefits and Workers' Compensation. Work involves the development, implementation, and coordination of employee benefit plans and the administration of the district's self-insured Workers' Compensation Program.

ESSENTIAL RESPONSIBILITIES

- Assists Director in ensuring that department mission and goals are aligned to the district's mission and goals
- Uses collaborative leadership style and quality principles, develops partnerships and facilitates quality improvement processes in the administration of Health, Dental, Life, AD & D, Vision and Income Protection plans and the Workers' Compensation program
- Communicates department plan and objectives to staff and obtains input in developing department improvement plan
- Assists Director in developing benefits communication program for both department staff and external customers
- Plans and implements training programs for staff including updates on new regulations, benefit design changes and department procedures effecting benefits plans
- Works with Team Leaders to set priorities and coordinate activities of Employee Benefits and Workers' Compensation Teams.
- Works with teams to develop, implement, and administer innovative and cost effective employee benefit and workers' compensation programs
- Assists Director in ensuring compliance with federal and state regulations which govern COBRA, Cafeteria Plan (section 125), 403(b) Tax Deferred Annuity, FMLA, Dependent Day Care, Employee Child Care and Workers' Compensation
- Teams with Third Party Administrator (TPA) and Managed Care company to effectively manage workers' compensation claims and to develop and maintain a proactive return to work strategy. Works in partnership with Human Resources to transfer employees or place employees in light duty positions when the need occurs
- Assists Director, School Board Attorney, and defense Attorneys with litigation preparation

ESSENTIAL RESPONSIBILITIES (Continued)

- Participates in the development of partnerships with labor organizations, consultants, Third Party Administrator (TPA) and carriers to resolve employee problems, develop effective communication tools and recommend new initiatives and enhancements to current benefit programs
- Coordinates the benefits and workers' compensation integrated management system which includes policies, procedures, and processes aligned to the overall district mission
- Obtains, maintains, analyzes, and reports data relative to employee benefits and workers' compensation; analyzes data to determine effectiveness of benefit programs from both a cost and quality perspective
- Works with ~~data processing~~ TIS, payroll, and finance to ensure timely and accurate payroll deductions, payment of insurance premiums, reporting of enrollment information and processing of FRS adjustments
- Works with Third Party Administrator (TPA) to ensure appropriate treatment of workers' compensation injuries, timely payment of indemnity benefits, and settlement of claims in a prompt and cost effective manner
- Coordinates the district Employee Assistance and Wellness Programs
- Promotes innovative programs directed at improving employee health and well being and reducing the cost of the district's employee benefits and workers' compensation programs
- Works with Director and Financial Reporting Analyst to effectively manage the department budget and develop appropriate measures to insure accurate accounting of related district funds
- Performs other related duties as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 3/82; TITLE BOARD APPROVED: 4/9/86; FORMAT REVISED: 7/88; MF & D/R REV. 10/96: PBL; REVISED: 12/96 PBL; BOARD APPROVED: 12/17/96; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED FORMAT, RT, SUPERVISES, MQ; ER 04/01/16 CH; BOARD APPROVED:

**SUPERVISOR, EMPLOYEE BENEFITS AND WORKERS' COMPENSATION
 MANAGING OFFICER, EMPLOYEE BENEFITS, HEALTH, AND WORKERS' COMPENSATION**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Supervisor, Employee Benefits and Workers' Compensation – ADM
 Managing Officer, Employee Benefits, Health, and Workers' Compensation – PTS

 Administrator/Supervisor

 Date

 Cabinet Member

 Date

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6460
 Pay Grade: ~~C05~~ E05

FLSA: Exempt

DEMOGRAPHIC SPECIALIST
REPORTS TO: Director, Student Assignment
SUPERVISES: Support Staff
QUALIFICATIONS: Bachelor's degree in mathematics, urban planning, geography, demography, or related field. Five (5) years' related professional experience. Demonstrated experience in communicating with the public. Strong oral and written communication skills. Demonstrated experience with computer application systems.
MAJOR FUNCTION
Collects, analyzes, and interprets demographic data that is needed for long and short range planning for school sites, boundary changes, enrollment and FTE projections, unit allocations, and the maintenance of statistics related to the district's progress toward and implementation of Student Assignment Policies and plans. unitary status. Supports the facilities <u>planning</u> and the real property <u>departments offices</u> by maintaining the existing computer based school inventory program and school site CAD drawings.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Maintains, upgrades, and updates the computer-based projection program. • Examines and collects data relative to school enrollment changes and county demographic trends. • Assists in the projection of student population by school, by cluster, and for proposed boundary changes. • Prepares as directed numerical and other informational documents by computer read-outs, graphs, charts, tables, written reports or other methods. • Prepares documents and reports relating to student assignment and school boundaries in accordance with School Board policies and State statutes. • Participates in training programs, both as trainer and participant, offered to increase employees' skills and proficiency related to assignments. • Assists in the maintenance and updating of computer aided design school site drawings. • <u>Assists the Facilities Planning Office in the preparation and submission of Educational Plant Surveys.</u> • Develops and maintains zone grid maps for district and individual school use. • Responds to questions related to zoning and enrollment figures. • Participates in committee meetings with governmental agencies by providing school district statistical information. • May assist in the coordination with special program staff to develop enrollment forecasts and support development of facility plans to house educational programs. • Performs other related duties as required.
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>

DEMOGRAPHIC SPECIALIST

HISTORY OF JOB CLASSIFICATION

ISSUED: 8/99 PBL; BOARD APPROVED: 9/28/99; REVISED FORMAT, PG, RT, SUPERVISES, MF, ER: 04/29/16 CH; BOARD APPROVED:

DEMOGRAPHIC SPECIALIST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending	X				
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions					X
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions					X
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls					X
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental, or visual ability required by the job					X

Demographic Specialist – PTS

PCSB: 6559
Pay Grade: E04

FLSA: Exempt
PTS

FINANCIAL REPORTING ANALYST
<p>REPORTS TO: Administrator(s) for Business and Finance Services Administrator(s) for Operational Services, Food Services Administrator(s) for Human Resources Services, Risk Management and Insurance</p>
<p>SUPERVISES: Support Staff</p>
<p>QUALIFICATIONS: Graduation from an accredited college or university with a bachelor's degree in Accounting, Finance or Business Administration, Mathematics, Statistics, or related field, in combination with progressively responsible relevant work experience in accounting, financial reporting, data analysis, or data compliance.</p> <p>PREFERRED: Experience in public school finance or governmental accounting. CPA designation. Demonstrated computer skills with emphasis on personal computers and related software, in particular EXCEL. Employee Benefit Position: Prefer training or experience in health and welfare plans; specific accounting for self-insurance and the requirements under the Affordable Care Act.</p>
MAJOR FUNCTION
<p>Performs advanced, specialized, professional work involving the administration of the district's employee benefit plans, medical privacy and data security, and compliance with all relevant federal and state regulations, school board polices and labor agreements governing employee benefits.</p>
ESSENTIAL RESPONSIBILITIES
<p>All positions within this job classification perform duties including, but not limited to, the following:</p> <ul style="list-style-type: none"> • Examines techniques for validity and utilizes proven methods in estimating and identifying expenditures in terms of cost centers and programs; prepares and analyzes related cost accounting reports • Applies knowledge of current accounting practices, procedures and principles in analyzing, interpreting, translating, and communicating with full disclosure the financial position and results of financial operations of related funds and account groups; prepares and submits corresponding financial reports • Facilitates management's control of financial operations and funds by preparing, analyzing, and interpreting appropriate financial statements and reports • Utilizes state chart of accounts in the preparation of revenue and expenditure statements and reports by fund • Analyzes, interprets, translates, and communicates information contained in both monthly and annual financial statements; identifies and communicates financial trends and related future fiscal impacts Develops information and reports for management's use in financial decision-making • Utilizes microcomputer software applications as necessary in developing financial statements, spreadsheets, and reports • Performs other related duties as required <p>Additional department-specific duties and responsibilities are as follows:</p> <p><u>Accounting:</u></p> <ul style="list-style-type: none"> • Oversees the development, preparation and monitoring of all the district's financial accounting reports • Plans, coordinates, prepares and submits the district's Annual Cost Report to the Florida Department of Education; analyzes for State Law expenditure compliance • Prepares Cost Report derivations for Department of Research's use for "Profile" input data • Determines and demonstrates the school district's compliance with finance-related legal and contractual provisions, particularly in areas such as indirect costs and FA399 <p>OR</p>

FINANCIAL REPORTING ANALYST

ESSENTIAL RESPONSIBILITIES (Continued)

Accounting (Continued):

- Provides budget analysis and accounting reports for federal programs including the FA399 reports Responsible for assessing cash needs and for requesting cash disbursements on Federal Direct and Federal through state funds, so as not to exceed the mandated limits pertaining to holding cash on hand

Finance Department:

- Reconciles the accounting for capital projects among the five year plant survey, the three year capital outlay plan, actual contracts for planning, engineering, and construction, and invoices paid and encumbrance balances
- Supports the development of the District Cost Report
- Coordinates activities with the budget department, central accounting, and institutional services

Business Management Department:

- Coordinates billings, requisitions, account coding, and division project accounting coordination
- Provides project life-to-date management reports, monitors the project tracking databases from the accounting perspective, and resolves billing problems
- Coordinates activities with Budget, Accounting, and Finance departments
- Supervises Senior Account Clerk and Clerk Specialist I
- Coordinates construction project audits with outside CPA firm
- Participates in all architect and construction manager evaluation, selection and negotiation meetings
- Provides budget analysis for all board agendas submitted by the division
- Summarizes and distributes overtime analysis on a monthly and annual basis division-wide
- Monitors and distributes monthly leave time reports for the Maintenance Department
- Monitors and distributes monthly capital and discretionary budget reports division-wide
- Prepares submissions to the Capital Outlay Committee and coordinates distribution to the division
- Prepares annual submission of division based discretionary budgets
- Coordinates accounts receivable for field trip revenue

Pinellas Technical College (PTC):

- Serves as the senior financial professional for PTC business, accounting, bookkeeping, and reporting processes
- Provides financial guidance and advice to the PTC Executive Director, Career, Technical and Adult Education and PTC administration
- Provides guidance and mentorship to PTC's accounting and bookkeeping staff
- Ensures all financial reporting is accurate by overseeing the development and preparation of PTC's internal and external financial reports
- Provides analysis of current and future financial trends to assist in improving PTC's financial visibility and business processes for PTC programs, commercial training, and business operations, including production accounts
- Utilizes proven methods in estimating and identifying expenditures for PTC in general as well as the individual cost centers and programs
- Performs research and analysis to determine fiscal strategies to improve PTC's competitiveness in the career technical education field
- Serves as the subject matter expert on financial matters involving grant and business proposals, including general responsibility for overseeing proposal pricing, and provide guidance and assistance to staff establishing and executing grants and commercial services

Budget and Resource Allocation Department:

Budget

- Develops prepares and monitors the district's budget plans Projects, analyzes and prepares district salary budgets
- Provides budget analysis reports for administration and departments Prepares preliminary reports used for state reporting of Stimulus funding Assists, advises and reviews department base budgets
- Develops, prepares and analyzes documents for Public Hearings and Annual Budget Summary publications

FINANCIAL REPORTING ANALYST

ESSENTIAL RESPONSIBILITIES (Continued)

Budget and Resource Allocation Department (Continued):

Budget (Continued)

- Aligns district budget with CABM model
- Develops reports for analysis and distribution of Position Control information Liaison with MIS for Position Control and Budget modules in TERMS Researches budget anomalies and makes recommendations and adjustments Develops ad hoc reports as requested
- Works with schools, departments and FTE to identify and remedy FTE compliance issues.
- Performs various cost analyses and develops cost reports for use by upper management in the decision-making process.

FTE:

- Ensures proper FTE collection and reporting
- Conducts training sessions for DMT's
- Coordinates the correction of information in State reporting
- Serves as a liaison with governmental agencies
- Coordinates reporting activities
- Participates in cross-functional committees related to state reporting
- Coordinates activities between the schools and state reporting
- Troubleshoots software issues as related to state reporting
- Assists with identifying and developing reports to be provided to district and school based personnel
- Recommends improvements of existing automated systems
- Monitors all FTE figures for budgeting purposes
- Provides FTE figures to school based and district personnel

Food Service Department:

- Develops, prepares, and monitors the annual food service budget and related financial statements and records for all food service programs
- Prepares and evaluates the monthly profit and loss statements for the food service operation
- Prepares "break-even point" statements for all schools
- Prepares revenue and participation reports for use in staffing
- Coordinates training in food service financial topics for department
- Delegates work to assigned staff
- Oversees the integration of Food Service Point-of-Sale System with the district's Financial Management System

Employee Benefits Department:

- Processes electronic notification from Medical carrier/TPA of funding request and coordinates deposits and activities with Budgeting and Finance, and Cash Management departments
- Coordinates with Carrier/TPA and Treasury monitoring the status of the accounts to ensure funds are deposited
- Reviews medical and pharmacy claims reporting, provide analysis to Risk Management and Finance departments as required
- Monitors banking and claims reports and coordinates with Carrier/TPA to assure appropriate Stop-Loss reimbursements are received
- Creates and manages data reporting necessary for compliance with Patient Protection Affordable Care Act reporting; including but not limited to Section 6056, 6055 and IRS Forms 1094 and 1095, PCORI fees and transitional reinsurance fees
- Reviews and approves monthly employee benefit payments processed by Benefit Analyst
- Creates and maintains monthly benefit payment spreadsheets and management dashboard; analyzes data and report discrepancies and trends for Risk Management, Finance, Leadership and Board review.
- Complies with all HIPAA data privacy and protection processes in conjunctions with self-funded programs
- Performs other financial and insurance related duties as required

FINANCIAL REPORTING ANALYST

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 7/91 PBL; BOARD APPROVED: 7/24/91; REVISED (D & R ONLY) 8/94 PBL/BMP;
REVISED (D&R ONLY) 11/95 PBL; DELETED AUDITING DEPT D&R: 7/04 AK; REVISED D&R 12/10
RAS; REVISED MQ, ER 10/09/15 CH; BOARD APPROVED: 10/27/15; REVISED MQ, ER 04/01/16 CH;
BOARD APPROVED:

FINANCIAL REPORTING ANALYST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Lift objects weighing up to 20 pounds	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Financial Reporting Analyst - PTS



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: ~~6645 (I)~~ ~~Pay Grade: D10~~
 6650 (II) Elementary Pay Grade: D11
 6655 (III) Middle Pay Grade: D12
 6657 (IV) High Pay Grade: D13

FLSA: Non-Exempt

HEAD PLANT OPERATOR (I, II, III, & IV) (ELEMENTARY, MIDDLE, HIGH)

REPORTS TO:
Principal / Administrator

SUPERVISES:
Support Staff

QUALIFICATIONS:
~~Head Plant Operator I: Graduation from high school or possession of a GED, plus eighteen (18) months of custodial and maintenance experience and six (6) months of supervisory experience; or an equivalent combination of education, training, and experience.~~
 Head Plant Operator II – Elementary: Graduation from high school or possession of a GED, plus two (2) years of custodial and maintenance experience and one (1) year of supervisory experience; or an equivalent combination of education, training, and experience.
 Head Plant Operator III – Middle: Graduation from high school or possession of a GED, plus three (3) years of custodial and maintenance experience and two (2) years of supervisory experience; or an equivalent combination of education, training, and experience.
 Head Plant Operator IV – High: Graduation from high school or possession of a GED, plus five (5) years of custodial and maintenance experience and three (3) years of supervisory experience, or an equivalent combination of education, training, and experience.

PREFERRED:
Satisfactory completion of all courses provided by the Pinellas County School Board for training of plant operations personnel.

MAJOR FUNCTION

Performs responsible supervisory work in directing custodial, maintenance and site services in a school or office area. Plans, assigns, reviews, and supervises employees engaged in a variety of housekeeping, maintenance and groundskeeping tasks. May prepare or assist in preparing various school plant surveys and reports, and attend workshops or training programs, when requested. Work is performed under general administrative supervision, requires independent judgment, and is reviewed through conferences and results obtained.

ESSENTIAL RESPONSIBILITIES

- Supervises, evaluates, trains, and delegates work to assigned custodial and, if applicable, maintenance and groundskeeping staff
- Inspects areas of facilities for cleanliness and proper maintenance
- Instructs employees in use and care of custodial and, if applicable, maintenance and groundskeeping, materials, supplies and equipment
- Supervises care of adjacent grounds and performance of on-site maintenance
- Utilizes computer for payroll reporting, work orders, ordering of supplies, monitoring of budgets, etc.
- Maintains and operates automated energy management system; keeps related records and writes reports as required
- Requisitions and distributes supplies; prepares reports on employee work hours and materials used
- Monitors areas to prevent problems and checks building security
- Handles building cleanliness, safety, security, disrepair, and general housekeeping
- Inspects work of contractors and central maintenance crew

HEAD PLANT OPERATOR (I, II, III, & IV) (Elementary, Middle, High)

ESSENTIAL RESPONSIBILITIES (Continued)

- Reviews and monitors the design, construction, renovation and/or modification of new or existing structures to ensure compliance with regulatory codes
- Assists in custodial maintenance operations; performs first line maintenance on buildings and equipment; assists crews in repair work; opens and secures buildings or assigns tasks accordingly
- Applies knowledge of cleaning methods, materials, equipment, routine repairs of plumbing, painting, carpentry, electrical, heating, air conditioning systems, and care and maintenance of grounds
- Ensures proper methods and techniques are used in custodial and, if applicable, maintenance and groundskeeping, work and in care and use of tools, equipment and supplies
- Plans and coordinates site services for after-hours meetings and extracurricular activities such as high school athletics to include scheduling of facility usage by outside organizations
- Organizes, files, and maintains records (such as product brochures and data, maintenance schedules and warranties) and general contractor as-built drawings
- Develops and utilizes a Preventive Maintenance Program based on manufacturers' requirements and operating requirements
- Utilizes a Warranty Tracking Program, based on project specifications for warranties, to include both standard one-year warranty and all extended warranties
- Utilizes a Maintenance Service Request Program
- Utilizes a schedule of daily and weekly building inspections and cleaning for interior finishes and equipment, exterior finishes and equipment, roofing, flashing and roof drains, site parking areas and walks, and landscape and irrigation systems.
- Maintains an inventory control system to assure that replenishment supplies are adequately stocked
- Monitors building conditions and reports in advance of need when major capital repairs or improvements are indicated (i.e., roofing, painting, landscape replacement)
- Attends workshops or training programs, as requested
- May prepare or assist in preparing various school plant surveys and reports, i.e. FISH
- Performs other related work as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 10/86 REW; BOARD APPROVED: 10/23/86; BODY REVISED: 12/18/86; REVISED: 4/00 PBL; BOARD APPROVED: 7/01/01; REVISED WC: 8/04 LM. REVISED FORMAT, TITLE, RT, SUPERVISES, MQ, ER 04/01/16; BOARD APPROVED:

HEAD PLANT OPERATOR (I, II, III, & IV) (Elementary, Middle, High)

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds					X
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time		X			
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van		X			
27. Other physical, mental or visual ability required by the job	X				

Head Plant Operator (I, II, III, & IV) (Elementary, Middle, High)



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: D11

FLSA: Non-Exempt

INTERNAL ACCOUNTS TECHNICIAN
REPORTS TO: Director, Auditing
SUPERVISES: Not Applicable
QUALIFICATIONS: High School diploma or possession of a GED, plus four(4) years bookkeeping or accounting experience or two(2) years of college with emphasis on Accounting. Successful completion of PCSB School Bookkeeper Training Course. Demonstrated ability to schedule work, work with limited supervision, and effectively communicate with bookkeepers, principals, and other staff. Working knowledge of Manatee Accounting System (MAS) software. Knowledge of the Manual of Internal Fund Accounting. PREFERRED: Experience as a school bookkeeper at the high school level. Working knowledge of Microsoft Word, Excel, Outlook and PowerPoint, TERMS, PLN and DAMEWARE.
MAJOR FUNCTION
The Internal Accounts Technician assists employees performing bookkeeping activities on all internal fund policies and procedures through phone, email and site based support. Provides specialized clerical training and instruction of employees performing bookkeeping activities related to all areas of internal funds.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Assists school administrators and school bookkeepers by helping to resolve internal accounts-related issues including monthly financial reports, bank reconciliations, year-end closing procedures, and accounting software-related issues to ensure management of school internal accounts are in accordance with established policy. • Instructs principals and bookkeepers in accounting procedures and School Board policies; confer with principal to suggest ways to strengthen financial management program • Provides orientation and training of new bookkeepers; and provides periodic training to bookkeepers on all internal account policies and procedures and accounting software, as appropriate, to ensure consistency in internal account procedures throughout the District • Assists with orientation for new bookkeepers and beginning and end-of-year bookkeepers' workshops • Assists in the training of new principals regarding internal account policies and procedures • Designs training materials for bookkeepers and principals • Provides bookkeeping support in emergency situations with receipting funds, processing expenditures, preparing deposits, filling in for bookkeepers as needed • Collects data for annual required bank reports • Assists in maintaining the Manual of Internal Fund Accounting including suggesting, implementing and disseminating updates as required • Creates monthly newsletters for bookkeepers and principals • Monitors school monthly internal reports for accuracy • Tracks VPK/PPK financial information from Filemaker Pro, TERMS, and Manatee for outside departments and generate related journal entries, if needed • Assists in preparing Public Depository Reporting information • Assists in the June 30 bank balance confirmations of each school • Prepares schedules and moderately complex reports as needed by internal and external departments

INTERNAL ACCOUNTS TECHNICIAN

- Assists in preparation and payment of monthly sales tax report
- Provides technical and user support for Manatee software issues
- CashPro administrator - issues passwords, certificates, technical assistance, creates new user profiles, etc. for bookkeepers with Bank of America
- Dispenses bank bags to all schools on an as needed basis
- Organizes activities and coordinate workflow to meet deadlines
- Performs other related duties as assigned

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 04/29/16 CH; BOARD APPROVED:

INTERNAL ACCOUNTS TECHNICIAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental, or visual ability required by the job	X				

Data Management Technician - PESPA

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 7287
 Pay Grade: D40 D11

FLSA: Exempt

SENIOR PAYROLL TECHNICIAN
REPORTS TO: Managing Officer, Payroll Operations
SUPERVISES: Support Staff
QUALIFICATIONS: Graduation from a standard high school or possession of a GED and five (5) years payroll-related or other accounting/finance-related experience. Demonstrated experience with 10-key calculator, mainframe, and personal computer applications, to include the creation of reports off the mainframe and/or personal computer.
MAJOR FUNCTION
Performs advanced, specialized technical duties to prepare an accurate and timely district-wide payroll utilizing and verifying data from a number of source documents. Provides technical support for Payroll Technicians, serves as a team leader, assists Payroll Technicians in the preparation of district-wide payroll. Creates and/or uses reports designed to troubleshoot payroll processing errors, performs specialized payroll calculations. Work is performed independently under general supervision and may be reviewed in subsequent operations or through verification of financial records.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Receives forms requesting off-cycle paychecks. Verifies deductions and coding and determines pay period to be affected prior to calculation of amount by payroll system. Runs report of calculated checks and verifies against forms received. Prints online payroll checks and maintains proper backup. • Works with Risk Management to insure accurate timing of payroll deductions and may be required to override deduction schedule. Processes refunds, arrears and miscellaneous corrections to payroll deductions. • <u>Works with Personnel to ensure employee's records are up to date and accurate.</u> • <u>Provides Auditor's with information as requested.</u> • Processes employee direct deposit enrollment forms <u>and debit cards</u>. Reviews reports from bank on automated clearing house activity. • Assists Payroll Technicians with payroll processing duties: verifies on-line input; prepares salary adjustment forms and payroll panels in the payroll system as required; inputs adjustments to appropriate payroll panels; inputs status changes; calculates equalized adjustments and retirement monies; sorts paychecks; and prepares support services sub reports. • Serves as a back up to the Payroll Coordinator processing deductions for liens and processing payments to contracted services employees. • Transfers in sick leave from other Districts and transfers out sick leave to other Districts in accordance with School Board policy. • Trains new employees at schools and departments who are responsible for online payroll entry. Visits "off-site" locations to train • Assists with questions from employees regarding pay received; researches and resolves discrepancies • <u>Liaison between department and employees; Aadvices departments and employees on payroll departmental procedures</u> • <u>Provides lead direction to other clerical personnel</u> • <u>Utilizes PC and mainframe computer applications for data input, retrieval, and generation of reports</u> • Performs related work as required

SENIOR PAYROLL TECHNICIAN

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TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 2/95 SV/12/96 PBL; BOARD APPROVED: 8/26/97; MF, D&R REVISD: 9/98 AK; D&R, & WC REVISD: 8/04 AK; REVISD FORMAT, PG, RT, SUPERVISES, ER: 04/29/16 CH; BOARD APPROVED:

SENIOR PAYROLL TECHNICIAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects			X		
14. Manual dexterity or fine motor skills			X		
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental, or visual ability required by the job	X				

Senior Payroll Technician - PESPA



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: ~~6885 (I) Pay Grade: D07~~
~~6895 (II) Pay Grade: D08~~
6896 (III) Middle
6898 (IV) High

Pay Grade: D10
Pay Grade: D11

FLSA: Non-Exempt

NIGHT FOREMAN (I, II, III, & IV) (MIDDLE OR HIGH)

REPORTS TO:
Head Plant Operator

SUPERVISES:
Support Staff

QUALIFICATIONS:
~~Night Foreman I: Graduation from high school or possession of a GED, plus six (6) months custodial experience or the equivalent combination of education, training, and experience.~~
~~Night Foreman II: Graduation from high school or possession of a GED, plus one (1) year of custodial experience and six (6) months of supervisory experience or the equivalent combination of education, training, and experience.~~
Night Foreman III – Middle: Graduation from high school or possession of a GED, plus eighteen (18) months of custodial experience and one (1) year of supervisory experience or the equivalent combination of education, training, and experience.
Night Foreman IV – High: Graduation from high school or possession of a GED plus two (2) years of custodial experience and one (1) year of supervisory experience or an equivalent combination of education, training, and experience.

MAJOR FUNCTION

Performs responsible supervisory work in directing custodial operations of school facility. Supervises and participates in tasks and is responsible for completion of all assigned jobs. Incumbent exercises some independent judgment and makes decisions within the scope of specific assignments. Work is performed under general direction and reviewed through results obtained.

ESSENTIAL RESPONSIBILITIES

- Assigns and supervises work of custodial crews; inspects facility for cleanliness and proper maintenance; instructs employees in use of custodial supplies and equipment; supervises care of adjacent grounds
- Requisitions and distributes supplies; prepares reports on employee work hours and materials used
- Assists in custodial and maintenance operations; performs first line maintenance on building and equipment; assists crew in repair work; opens and secures buildings and gates or assigns tasks accordingly
- Applies knowledge of cleaning methods, materials, and equipment; and of routine repairs of plumbing, painting, carpentry, electrical, heating and air conditioning system; of care and maintenance of grounds
- Observes, interprets and manipulates valves or other controls on heating and cooling equipment. Keeps records and writes reports, as required
- Applies skill in the application of methods and techniques used in custodial work and in care and use of tools, equipment, and supplies
- Performs other related work as required

NIGHT FOREMAN (I, II, III, & IV) (Middle or High)

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 11/79 SSN; REVISED: 10/86 RW; BOARD APPROVED: 10/22/86; FORMAT REVISED: 3/88; WC REVISED: 8/04 AK; REVISED FORMAT, PG, TITLE, RT, SUPERVISES, MQ 04/01/16 CH; BOARD APPROVED:

NIGHT FOREMAN (I, II, III, & IV) (Middle or High)

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time					X
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time			X		
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy			X		
20. Using a computer to enter and transform words or data			X		
21. Using various technology tools			X		
22. Working in a normal office environment with few physical discomforts		X			
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Night Foreman I, II, III, IV (Middle or High) – SEIU

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6440
Pay Grade: D10

FLSA: Exempt

SENIOR DATA MANAGEMENT TECHNICIAN
REPORTS TO: School Administrator
SUPERVISES: Not Applicable
QUALIFICATIONS: Graduation from a standard high school or possession of a GED, plus three (3) years progressively responsible clerical office experience to include two (2) years in an automated work environment performing duties involving computer usage for data input and retrieval and generation of reports. Successful completion of PCSB computer-based training courses and PCSB Typing Test (25 wpm) shall be required. <u>Completion of PCSB DMT training course required within six months of start date in the position.</u>
PREFERRED: School-based clerical experience.
MAJOR FUNCTION
Performs advanced, complex clerical and data processing-related duties assisting a high school Assistant Principal with activities pertaining to school master schedule preparation and individual scheduling of students, graduation eligibility determinations, transcripts, compensatory education placement, and progress reports. Work involves, but is not limited to, student/teacher data preparation, input/retrieval, production of hard copy and information storage requiring the use of computer hardware, software and peripheral equipment. In addition to other office clerical duties that may be assigned, is the designated facility contact person on data processing information emanating from the school site. Work is performed under general direction with considerable independence and is reviewed through conferences and results obtained.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Provides advanced-level clerical and data processing assistance in the preparation and maintenance of teaching assignment and student <u>and</u> master schedules • Participates in activities related to student scheduling, orientation and registration • Assists in preparation of course description book • Keeps abreast of school board policy and state requirements for high school graduation and assists with student credit evaluation to determine graduation eligibility • Assists in establishing data collection procedures for state- and district- mandated student and instructor information • Assists administrator in the coordination of the school's data processing activities • Applies knowledge of packaged computer software, instructions contained in user manuals, • <u>Utilizes district student information system software and/or varied specialized clerical procedures to consolidate data, sort information, produce lists and generate reports such as student profiles, class load reports, student schedules, IEP's, free lunch reports, bus rosters, and daily attendance reports and various FTE reports</u> • Proofreads materials and corrects errors • Prepares, or provides lead direction to other clerical staff in the preparation of, specialized reports such as FTE-, Fall FTE Survey <u>Documentation</u>, Economic Survey, which may require statistical compilation and mathematical calculations • May perform a wide variety of other clerical duties such as greeting visitors, maintaining records and files, answering the telephone, typing, registering / withdrawing students, distributing mail

SENIOR DATA MANAGEMENT TECHICIAN

ESSENTIAL RESPONSIBILITIES (Continued)

- ~~May use microcomputer as a word processor~~
- Provides lead direction to and trains other clerical personnel in data processing-related responsibilities
- Performs other related duties as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 3/92 PBL; BOARD APPROVED: 4/8/92; MQ'S REVISED: 10/92 PBL; BOARD APPROVED: 11/18/92; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED WC: 6/04 LM; TITLE CHANGE: 1/08 AK; BOARD APPROVED: 2/12/08; REVISED FORMAT, RT, SUPERVISES, MQ, ER: 04/29/16 CH; BOARD APPROVED:

SENIOR DATA MANAGEMENT TECHNICIAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental, or visual ability required by the job	X				

Senior Data Management Technician - PESPA



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6780
Pay Grade: D09

FLSA: Non-Exempt

MAIL SERVICES TECHNICIAN
REPORTS TO: Central Printing Services Coordinator
SUPERVISES: Not Applicable
QUALIFICATIONS: Graduation from high school or possession of a GED. Three (3) years office experience. Possession of a valid State of Florida Class E noncommercial driver's license.
MAJOR FUNCTION
Performs clerical duties related to providing and maintaining full mailroom services for central administrative facilities. Services include, but are not limited to receipt and distribution of incoming and outgoing interdepartmental and U.S. mail and parcels, faxes, and consumable supplies. Work is performed under general direction according to established policies and procedures and is reviewed through results obtained.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Receives and/or picks up U.S. mail and parcels from local post offices and pony mail from schools and departments; sorts and delivers to appropriate administration building personnel.• Provides a countywide service of bulk mailings for schools and facilities, and loads and transports to the post office.• Receives and delivers pony mail from schools and departments.• Receives supplies requisitions from administration building personnel; fills requisitions and delivers accordingly; orders and receives consumable office supplies from vendors and stocks shelves accordingly.• Receives parcels from UPS, Federal Express, and common carriers; checks in by comparing parcels to packing slips; makes appropriate distribution.• Prepares all outgoing U.S. mail, UPS and common carrier parcels and packages using learned postal and delivery regulations; determines "best way" to send based on cost or expediency requirements; may be required to take to the post office.• Receives, sends and delivers all fax mail.• Makes operator adjustments and minor repairs to fax and postage equipment.• Arranges for on-site and related off-site equipment repair as needed; is responsible for semi-annual postage meter inspection.• Maintains logs and records; may be required to maintain ledgers; may utilize personal computer to maintain records and prepare purchase requisitions and reports.• Applies knowledge of district-based personnel, postal regulations and post office practices and procedures and fax operations in performance of job duties.• Job duties often require moderate to heavy lifting of packages and related items.• Performs related work as required

MAIL SERVICES TECHNICIAN

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 10/79 SSN; FORMAT REVISED: 3/88; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; REVISED: 3/95 PBL; BOARD APPROVED: 3/27/96; WC REVISED: 8/04 AK. REVISED FORMAT, RT, SUPERVISES, ER 04/01/16 CH; BOARD APPROVED:

MAIL SERVICES TECHNICIAN

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time				X	
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy				X	
20. Using a computer to enter and transform words or data				X	
21. Using various technology tools				X	
22. Working in a normal office environment with few physical discomforts				X	
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions			X		
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions		X			
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job	X				

Mail Services Technician - PESPA

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6456
7338 (ESY)
Pay Grade: D08

FLSA: Exempt

DATA MANAGEMENT TECHNICIAN
REPORTS TO: School Administrator
SUPERVISES: Not Applicable
QUALIFICATIONS: Graduation from a standard high school or possession of a GED plus two (2) years progressively responsible clerical office experience. Successful completion of PCSB computer-based training courses and PCSB Typing Test (25-wpm) shall be required. <u>Completion of PCSB DMT training course required within six months of start date in the position.</u>
MAJOR FUNCTION
Performs complex diversified clerical and data processing-related duties pertaining to the preparation, input, storage, retrieval and reporting of student and class-related data. Work is performed independently and reviewed through observation and results obtained.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Utilizes personal computer for data entry/retrieval and to produce lists and generate reports such as student profiles and schedules, class load reports, Individual Education Plans, free lunch reports, bus rosters, and daily attendance reports, <u>and various FTE reports</u> • Proofreads material and corrects errors • Prepares or assists in the preparation of specialized reports such as FTE, fall survey <u>documentation</u>, and/or economic survey, which may require statistical compilation and mathematical calculations • Performs clerical and data entry activities related to preparation and maintenance of master <u>and student</u> schedules • Maintains student information for school records and as source data for FTE reporting • Assists with registration for classes and exams. Reviews forms for proper coding and whether students qualify for FTE; may collect and/or deposit fees • Audits FTE reports and makes corrections as needed • Processes monthly attendance sheets and paperwork to add or drop classes and students • Feeds material such as student test answer sheets and attendance polars through scanner for computer scoring and reading. May need to manually prepare information for computer input at a central location • May perform a wide variety of other clerical duties such as greeting visitors, maintaining records and files, answering telephone, typing or word processing, and distributing mail • May be the designated contact person on data processing information emanating from the unit • May assist and train other clerical personnel • Performs other related duties as required
TERMS OF EMPLOYMENT
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>

DATA MANAGEMENT TECHICIAN

HISTORY OF JOB CLASSIFICATION

ISSUED: 9/79 SSN; REVISED: 5/83 PAS; REVISED: 5/86 PBL; BOARD APPROVED: 5/28/86; REVISED: 3/88 BMP; BOARD APPROVED: 3/23/88; MQ'S REVISED: 5/90 PBL; BOARD APPROVED: 8/22/90; MF REVISED: 3/92 PBL; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; MF & D&R REVISED 4/99 AK; BOARD APPROVED: 6/15/99; REVISED WC: 7/04 LM; TITLE CHANGE: 1/08 AK; BOARD APPROVED: 2/12/08; REVISED FORMAT, RT, SUPERVISES, MQ, ER: 04/29/16 CH; BOARD APPROVED:

DATA MANAGEMENT TECHNICIAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental, or visual ability required by the job	X				

Data Management Technician - PESPA

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6955
 7337 (ESY)
 Pay Grade: D07

FLSA: Non- Exempt

PARAPROFESSIONAL

REPORTS TO:

Administrator

SUPERVISES:

Not Applicable

QUALIFICATIONS:

Sixty (60) credit hours of college training substantiated by a transcript from an accredited college or university. Must demonstrate functional literacy and specific academic skills at the level required to perform the above-mentioned duties and responsibilities. Paraprofessionals will be required to complete workshops as specified.

PREFERRED:

Chapter I

College course work related to child development

IBIS/SED Projects Multi-agency Network of Services

College course work related to human services

Dropout Prevention Lab

College course work related to computer technology, reading and mathematics curriculum, and human services

Library/Media

College course work related to literature selection

Florida First Start

Ability to speak Spanish. Experience working directly with young children and families.

MAJOR FUNCTION

Chapter I/IBIS

Performs instructional support work directly assisting identified students (K-3) to develop learning readiness, pre-reading, reading and/or mathematics skills through a planned supplementary program. Provides direct assistance to students who have fallen behind in their class work or who need remediation in State Assessment Test standards; organizes and maintains a behavior improvement program and provides one-on-one counseling as needed IBIS. Work is performed with considerable independence under the general direction of a certified staff member and is reviewed through conferences and results obtained.

Dropout Prevention Educational Alternative Services Lab

Under the direction of the principal and classroom teachers, the lab paraprofessional manages the integrated learning system in the multi-station computer lab; programs into the file server the prescriptions for individual students recommended or reviewed by the classroom teacher; administers the Base Student Inventory for students in the lab; maintains and distributes to teachers the records generated by the host system in the computer lab; and reports problems with hardware or software to vendors or district computer repair personnel. The lab paraprofessional also may be required to assist in the career lab by organizing materials, checking that each lab station is properly equipped, keeping a current inventory of lab materials and supplies, and instructing small groups or individual students at lab stations under the direction of a teacher. Work is performed with considerable independence under the general direction of certified staff members and is reviewed through conferences and results obtained.

PARAPROFESSIONAL

MAJOR FUNCTION (Continued)

Major Function (Continued)

Library/Media

Performs instructional support work directly assisting students K-12 in the development of academic skills through a planned program. Work is performed with considerable independence under the general direction of the Supervisor, School Library Services, Supervisor, ESE Programs and/or the Principal.

SED Project Multiagency Network of Services

Performs support work directly related to the Family Services Planning Team (FSPT). Through the Resource Teacher (Community Resource Liaison) and the ESE Program Specialist (SED Project Multiagency Network of Services), the paraprofessional is responsible for intake, scheduling and follow-up of FSPT staffing, including data collection and reports. Work is performed with considerable independence under the general direction of the ESE Program Specialist (SED Project Multiagency Network of Services).

Alternative Behavior Classroom (A.B.C)

Performs paraprofessional work directly related to Alternative Behavior Classroom (A.B.C.). Position is responsible for a specialized, nonpunitive assignment of intervention and assistance toward resolving student behavior problems.

Community Involvement

Communicates with families and community agencies in response to culturally sensitive issues and concerns of special populations. Serves as advocate on behalf of parents and students in matters pertaining to placement, promotion, retention, achievement and special assignments.

Florida First Start

Provides support work directly related Florida First Start (FFS). Work is performed with considerable independence under the general direction of the Coordinator for FFS. The paraprofessional is responsible for intake, scheduling, and follow-up of home visits, including data collection and reports. A large portion of the responsibilities include supervision of play groups for children (birth to 3 years) and parents.

ESSENTIAL RESPONSIBILITIES

Chapter I/IBIS

- Instructs individuals or small groups of students under the guidance of a certified teacher or diagnostician
- Participates in the planning of instructional strategies and/or behavior modification programs
- Constructs, selects, and maintains instructional materials and/or behavior reward activities; formulates lesson plans based on skills initiated by the classroom teacher or diagnostician and implements approved instructional strategies
- Maintains records pertinent to student performance and growth and completes student progress reports subject to the review of the responsible certified staff member
- Participates in school-based and project-based or countywide staff development activities
- Participates in parent conferences and school staff meetings and may be required to provide input at student staffings
- Confers with curriculum resource teacher, classroom teacher, behavior specialist and other professional and administrative staff on student progress and problems
- May utilize computer, projector, and/or cassette recorder in instructional and other work related activities
- May assist in administering, scoring, and recording of assessment instruments
- May participate in crisis intervention techniques through counseling and management of "time-out" activities
- May perform some routine clerical activities, as the need arises
- Performs other related duties as required

Dropout Prevention Lab

- Instructs individuals or small groups of students under the guidance of a certified teacher in the computer and/or career labs
- Participates in the planning of instructional strategies and/or behavior modification programs

PARAPROFESSIONAL

ESSENTIAL RESPONSIBILITIES (Continued)

Dropout Prevention Lab (Continued)

- Constructs, selects, and maintains instructional materials in the computer and/or career labs. Formulates lesson plans based on skills initiated by the classroom teacher and implements approved instructional strategies
- Maintains records pertinent to student performance and growth and completes student progress reports subject to review of the certified staff member
- Participates in school-based, program-based, or countywide professional education activities
- Participates in parent conferences and school staff meetings and may be required to provide input at student staffings
- Confers with ~~Dropout Prevention~~ Educational Alternative Services Supervisor, classroom teacher, and other professional and administrative staff on progress and problems of students using the labs
- May assist in administering, scoring, and recording of assessment instruments
- Assists teachers in preparing and adjusting a schedule for lab visitation and use
- Assists in making the labs a positive, inviting environment through bulletin board displays, signage, and other motivational media
- May perform some routine clerical activities, as the need arises
- Performs other related duties as required

Library/Media

- Directs and assists students and faculty in locating books, reference materials, etc., as required
- Instructs individuals or small groups of students under the guidance of the Supervisor, School Library Services, Supervisor, ESE Programs and/or the Principal
- Participates in the planning of instructional strategies and/or behavior modification programs
- Constructs, selects, and maintains instructional materials and/or behavior reward activities; formulates lesson plans based on skills initiated by the classroom teacher and/or Supervisor, School Library Services, Supervisor, ESE Programs and/or the Principal
- Participates in school-based and project-based or countywide staff development activities.
- Participates in parent conferences and school staff meetings; may be required to provide input at student staffings
- Confers with ESE Program resource teacher, classroom teacher, behavior specialist and other professional and administrative staff on student progress and problems
- Maintains a variety of files and filing systems, including addresses and resource information on publishers and suppliers, to include vendors of specialized materials for exceptional students, purchase orders, card catalogs, circulation records, etc.
- Issues and maintains control of Media Center audiovisual equipment and materials on a scheduled and emergency use basis; handles daily "set-ups" for faculty; may provide screens, projectors, and VCR's for extracurricular activities; assists with the setting up and operation of audiovisual equipment
- Responsible for the circulation of print/non-print materials and equipment
- Completes appropriate statistics for the end of the year report
- May utilize computer, projector and/or cassette recorder in instructional and other work related activities
- May assist in administering, scoring, and recording of assessment instruments
- May perform clerical activities, as the need arises
- Performs other related duties as required

SED Project Multi-agency Network of Services

- Reviews Family Services Planning Team (FSPT) application
- Discusses FSPT application with Case Manager, who is the applicant
- Schedules staff support for review by the FSPT
- Makes monthly follow-up regarding cases staffed
- Assists in collection of data on cases and assists in completing reports
- Maintains records pertinent to student performance and completes student progress reports
- Participates in project-based or countywide staff development activities, both in Pinellas and Pasco County

PARAPROFESSIONAL

ESSENTIAL RESPONSIBILITIES (Continued)

SED Project Multi-agency Network of Services (Continued)

- Confers with resource teacher (Community Resource Liaison) and appropriate community agencies on student progress and problems
- May utilize computer for work-related activities
- May participate in crisis intervention techniques with children and families in crisis
- May perform some routine clerical activities, as the need arises
- Performs other related duties as required

Alternative Behavior Classroom (A.B.C.)

- Keeps current records on referred students
- Maintains discipline with students, individually and/or in small groups; to channel the discharge of emotional energies in productive ways
- Provides assistance and encouragement to students to complete their daily assignments
- Maintains liaison with teachers, counselors, the administrative staff and pupil personnel workers to meet the varied needs of students
- Prepares brief written reports to teachers of referred students to keep them abreast of students' progress
- Makes a daily list of all referred students for the students' respective counselors
- Identifies and refers students who appear to need assistance from school professionals
- Attends scheduled meetings and workshops for professional growth and staff development
- Performs other related duties as required

Community Involvement

- Addresses the needs of designated special populations in Pinellas County Schools and assists in coordinating training for parents on navigating the school system
- Identifies necessary resources including, but not limited to, materials, information and services
- Collaborates with JULE Family Service to provide information about ESE staffing procedures, placements and discipline review activities
- Coordinates, with the Family Services Coordinator, a training continuum for district personnel, advocates and parents, business and community members
- May also perform duties of Community Involvement Assistant at assigned school
- Performs other related duties as required

Florida First Start

- Provides developmental screenings for children
- Maintains records, progress notes, and documentation as required by administrative regulations
- Provides direct developmentally-focused services to the child and family in natural environment
- Demonstrates and models specific techniques to parents
- Develops and adheres to daily schedule
- Provides structured play group opportunities for children and families
- Participates in parent-teacher conferences, staffings, IEPs, as needed
- Documents observations of preschool children in learning environment
- Collaborates with Infant-Toddler Specialist as needed
- Refers children and families for services as needed
- Works effectively in a team environment
- Performs other related duties as required

PARAPROFESSIONAL

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

HISTORY OF JOB CLASSIFICATION

ISSUED: 10/79 SSN; REVISED: 5/88 PBL; BOARD APPROVED: 9/14/88; REVISED: 5/90 BMP/MW; BOARD APPROVED: 5/23/90; REVISED: 10/91 BMP (D & R ONLY); REVISED: 1/93 PBL; BOARD APPROVED: 2/10/93; REVISED: 2/94 DH (D & R ONLY); REVISED: 9/94 PBL (MF & D & R); REVISED WC: 8/04 LM; REVISED FORMAT, RT, SUPERVISES, MQ, MF, ER 04/29/16 CH; BOARD APPROVED:

PARAPROFESSIONAL

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds				X	
3. Lift objects weighing 51 to 100 pounds		X			
4. Lift objects weighing more than 100 pounds		X			
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds				X	
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more		X			
9. Standing up to one hour at a time					X
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy			X		
20. Using a computer to enter and transform words or data			X		
21. Using various technology tools			X		
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls		X			
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Paraprofessional - PESPA

Administrator/Supervisor

Date

Cabinet Member

Date



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB:
Pay Grade: DX (10 percent below approved Job Title)

FLSA: Non-Exempt

INTERN
REPORTS TO: Immediate Supervisor of Approved Job Title
SUPERVISES: Not Applicable
QUALIFICATIONS: Please refer to Minimum Qualifications of approved position. If minimum qualifications are not met after one (1) year, employee is subject to termination or reassignment.
MAJOR FUNCTION
A trainee position preparing the incumbent to perform the duties and responsibilities of a Pinellas County Schools board-approved job title when an applicant does not meet all minimum qualifications for a job may be hired as or promoted to an intern at a rate of pay ten percent (10%) below the applicable rate of pay for the advertised position. Payment at the intern rate is not to exceed one (1) year.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• Gains knowledge and learns related skills necessary to perform the duties and responsibilities of the approved job title.
TERMS OF EMPLOYMENT
<i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i> <i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i> <i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i>
HISTORY OF JOB CLASSIFICATION
ISSUED: 04/29/16 CH; BOARD APPROVED:

DATA MANAGEMENT TECHNICIAN

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental, or visual ability required by the job	X				

Data Management Technician - PESPA



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 2214
Instructional

FLSA: Exempt

OCCUPATIONAL SPECIALIST (Postsecondary)

REPORTS TO:

Administrator

SUPERVISES:

Not Applicable

QUALIFICATIONS:

High school diploma. At least 21 years of age. Four (4) years full-time work experience or the equivalent, two (2) of which must be from the immediately preceding years prior to employment as an Occupational Specialist.

MAJOR FUNCTION

Position at the postsecondary level is responsible for coordinating career development services in the postsecondary schools. Acts as a liaison between the ~~Office of Career Development Services and school personnel~~ Pinellas Technical College Campus and high school personnel.

ESSENTIAL RESPONSIBILITIES

- Establishes, maintains, and updates school career resource centers in accordance with an established model by: locating desirable areas for centers, making available occupational and job opportunity information, and conducting employability skills classes, as required
- Provides placement services to include: conferring with students desiring job placement, securing a composite list of available job openings including requirements and benefits, keeping instructors informed of job opportunities as they become available, maintaining updated ~~microfiche~~ service resources on job referrals and employment trends through contact with the State Employment Service and the County Placement Office, matching job openings with students during employment process, arranging job interviews, and maintaining a "Job Bank" of potential employers
- Assists in follow-up services by: obtaining follow-up data at periodic intervals for vocational program graduates and for vocational and academic dropouts, obtaining follow-up data for Veterans Administration and Health Education and Welfare and providing information on existing school programs to students
- Maintains rapport with the business ~~and industrial~~ community through involvement in advisory committee, conducting presentations to business and civic groups, conducting ~~industry~~ visits, conducting tours of school facilities for advisory committees, students and educators, preparing and disseminating newspaper ads, radio and TV spot announcements, coordinating dates and participants for talk shows, and coordinating exhibits for trade shows, local mall displays and special events
- Performs other related duties as required

TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

OCCUPATIONAL SPECIALIST (Postsecondary)

HISTORY OF JOB CLASSIFICATION

ISSUED: 3/82; FORMAT REVISED: 1/89; FORMAT REVISED: 9/04 LMCK: REVISED WC: 2/22/06
LMCK: 04/28/16; FORMAT REVISED, RT, MF, ER: CH; BOARD APPROVED:

OCCUPATIONAL SPECIALIST (Postsecondary)

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Occupational Specialist (Postsecondary) - INS