

## SAN YSIDRO SCHOOL DISTRICT

**TITLE:** Business Services Technician  
**DEPARTMENT:** Business  
**FLSA:** Exempt  
**REVISED:** February 2023

**REPORTS TO:** Chief Business Official  
**CLASSIFICATION:** Confidential  
**SALARY:** Confidential Salary Schedule (Steps 12 - 16)  
**Board Approved: March 9, 2023**

**BASIC FUNCTION:** Under the direction of the Chief Business Official the Business Services Technician will primarily coordinate the district's workers compensation program and supports the oversight of the district's payroll functions. Provide support Business Services administrative personnel and perform complex and confidential business services analytic work.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)**

- Monitor assigned activities and tasks to ensure adherence to related District procedures and requirements; serve as a primary liaison for program related questions and concerns
- Coordinates and monitors the district's workers' compensation program.
- Coordinates the return-to-work program and accommodation meetings.
- Establishes, implements, and improves methods of proper reporting, investigating, and paying claims and benefits.
- Develops and makes recommendations regarding all claims and makes decisions on individual claims, including determining next level of care or determining if an employee is physically able to return to prior position.
- Establishes workers compensation and other leave procedures in accordance with district board policies.
- Regularly monitors and clears payroll suspense.
- Assists in high-level payroll and accounting functions of the business department.
- Processes all department budget table updates.
- Works cooperatively with administrators, department heads, and others.
- Participate in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information
- Process documents and materials for the purpose of disseminating information in compliance with administrative guidelines and/or state and federal program requirements.
- Updates forms as needed, proofreads, and edits documents, and maintains security on confidential data
- Coordinate the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities
- Examines documents, records, forms, and computer printouts for accuracy, completeness and conformance to applicable rules and regulations.
- Perform duties related to budget revisions, journal vouchers, and bank reconciliations.
- Providing staff training related to business services and/or worker's compensation.
- Assist with the monitoring and reporting of grants
- Prepares and compiles budget and payroll documents related to or for the purpose of bargaining.
- Performs other related duties and assignments as required.

**KNOWLEDGE OF:**

- Workers' compensation program and policies
- Workers' compensation and FMLA laws
- California Education code related to leaves
- District policies and regulations related to leaves and payroll
- PeopleSoft HCM and Finance
- Codes, regulations & laws related to the job functions.

**ABILITIES:**

- Establish and maintain cooperative and effective working relationships with others.
- Effectively communicate with individuals of varied cultural and education backgrounds, communicate in oral and written form.
- Meet hard deadlines
- Work independently with little direction

**MINIMUM QUALIFICATIONS:****EDUCATION AND EXPERIENCE**

- Associates Degree in Accounting or related field
- 3 years of prior job related experience in payroll, accounting and/or workers compensation
- Previous public school Business Services experience preferred.

**PREFERRED QUALIFICATIONS:**

- Bachelor's Degree in Accounting or related field

**WORKING CONDITIONS**

Indoor and outdoor school setting which can include office and outdoor interactions.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information and read body language and expressions; seeing to perform assigned duties, sitting or standing for extended periods of time; dexterity of hands and fingers to operate office equipment. Ability to retrieve stored files; lifting light objects.