



NEW: 11/11/2020  
Submitted: 11/10/2020

JOB TITLE:	TECHNICIAN WORK VERIFICATION
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8691
BARGAINING UNIT:	CLAB

**SCOPE OF RESPONSIBILITIES**

Receives, researches, complies, verifies and provides work experience documents received to determine if work experience credit will be awarded or denied based on district salary placement rules and policies, state, or federal guidelines. Supports the organization and operation of employee files maintained by Labor Management and Employee Relations.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

Corresponds with employees and external vendors via phone or email to provide and or verify work history and answer work verification questions

Researches external vendors' websites, job descriptions, work calendars, payroll reporting and practices to verify work experience

Compiles data from abbreviated small payroll reports from external vendors to verify years' experience credit to be awarded

Answers phone calls, emails, and meets with employees to discuss challenges with work experience received and responds to questions with answers supported by the Board approved salary schedule, District policy, state or federal guidelines

Receives and reviews external work experience documents and distributes them for entry into the District Human Information Resources Systems before the payroll lockdown date

Returns work verification documents requested from external entities in a timely manner

Assists the Records Room staff by reviewing and filing personnel files

Uses software and operates computers successfully, printers and other equipment as required

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic

Two (2) years of successful experience in clerical functions

Two (2) years of data processing experience

Successful experience with computer word processing, file management functions, transcription skills, and the ability to operate calculator accurately and efficiently

Effective communication skills

DESIRABLE QUALIFICATIONS
One (1) year of responsible research and evaluation experience
Ability to work well in a team situation and various
Efficient time management
Training or education in business practices and skills
Experience in a diverse workplace