



JULY 2009
FLSA: NON-EXEMPT

CATEGORICALLY FUNDED PROGRAM TECHNICIAN

DEFINITION

Under general supervision, provides a wide variety of technical support duties for an assigned categorically funded program, including conducting intake interviews and evaluating eligibility for the program based on set policies and procedures, basic accounting and budgetary tracking, maintaining and assisting program participants with the use of computer and multimedia equipment related to the program, and performing a variety of record-keeping, data entry, report preparation, and program support activities; provides information to the public and program staff; provides assistance for a wide variety of assignments related to the administration of program projects and services; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or managerial staff. May exercise technical or functional direction over student workers.

CLASS CHARACTERISTICS

This is the journey-level class in the categorically funded program classification series. Incumbents perform the full range of complex and responsible technical support work in an assigned categorically funded program, exercising independent judgment and initiative. Positions at this level are distinguished from the Categorically Funded Program – Assistant by the level of responsibility assumed and the complexity of the work assigned. This class is further distinguished from the Categorically Funded Program – Specialist in that the latter requires a greater level of program knowledge and skill in order to develop, promote, implement, and evaluate a small program or a program portion of an assigned larger categorically funded program.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs technical administrative support duties for an assigned categorically funded program by implementing and providing information to students regarding processes, policies, and procedures related to the assigned program.
- Conducts intake screening and interviews students to obtain information used for eligibility review for various programs and services; gives information about and refers students to programs and services in areas such as child care, job placement, career and educational counseling, housing and financial aid.
- Determines initial and continuing eligibility of program applicants and participants based on set policies and procedures.

- Assists students in identifying and developing educational, career, and/or vocational needs and goals; provides support services to students in assigned program areas.
- Assists in the coordination and production of student events, programs, publications, special services and/or other related functions.
- Assists in establishing program standards and goals and in the evaluation of program results.
- Attends various meetings, job fairs, and recruiting events to provide students or potential students with information regarding occupational training, educational programs, and program policies, procedures, and requirements.
- Oversees the operations of one or more instructional laboratories; sets up and maintains equipment of assigned laboratories, and provides instructional assistance to students.
- Schedules and monitors a variety of test programs utilized in academic achievement, vocational, or interest assessments; scores and provides input in the evaluation of test instruments; and maintains records of individual and group test results.
- Maintains liaison with community agencies to promote programs and services.
- Assists in the design and writing of bulletins, brochures, news releases, and other materials to publicize or provide information on center programs and services.
- May perform a variety of accounting and financial office support work and prepares various reports; assists with special projects as assigned, including monitoring budget expenditures and assisting in the preparation of the annual budget of assigned program, classifying accounting transactions and maintaining, reconciling, and closing accounts associated with program budget, and maintaining, verifying, and reconciling a variety of reports, journals, budgets, or related fiscal or statistical data.
- Prepares and processes operational documents related to budgeting, purchasing, personnel, payroll, contracts, and other administrative activities.
- Organizes and carries out administrative assignments; researches, compiles, and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area.
- Prepares and maintains various programmatic and/or student files and records; monitors and tracks attendance and usage of assigned functional area and prepares reports for management.
- Gathers, assembles, updates, and distributes a variety of department specific information, forms, records, and data as requested; prepares and maintains a variety of databases and reports.
- Provides information to the public or District staff that requires the use of judgment and the interpretation of rules or procedures; meets with the public or District staff to obtain data, interpret information, and answer questions; prepares correspondence independently to answer questions, request information, or provide explanations.
- Coordinates special projects as assigned.
- Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones; may operate other assignment-specific equipment; may perform basic maintenance and troubleshooting on assigned equipment.
- Maintains accurate records of work performed.
- May participate and assist in the administration of the assigned office; may organize and coordinate activities associated with the office; may recommend organizational or procedural changes affecting support activities.
- May provide training to lower-level and new staff as required.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Applicable codes, regulations, policies, technical processes, and procedures related to the program to which assigned.
- Business letter writing and the standard format for reports and correspondence.

- Principles and practices of data collection and report preparation.
- Business mathematics and basic statistical techniques.
- Recordkeeping principles and procedures.
- Modern office practices, methods, computer equipment and computer applications related to work, including word processing, database, and spreadsheet applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, various socio-economic and ethnic groups.

Ability to:

- Perform responsible administrative and technical support work with accuracy, speed, and general supervision.
- Provide varied and responsible work requiring the use of tact and discretion.
- Understand the organization and operation of the District, the assigned program, and of outside agencies as necessary to assume assigned responsibilities.
- Participate in the development of goals, objectives, policies, procedures, and work standards for assigned programs.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Effectively represent the District in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of an Associate in Arts degree with coursework in sociology, psychology, counseling, adult education, business administration, public relations, or a related field, and two (2) years of increasingly responsible technical experience related to the duties of the assigned program.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.