

## SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION

### JOB TITLE: BUSINESS SYSTEMS SPECIALIST I

**REPORTS TO:** Payroll Manager  
**SUPERVISES:** No supervisory responsibilities

#### **DEFINITION:**

Support and assist the Business Systems Specialist II in the performance of data production and business systems services for the divisions and programs with the San Luis Obispo County Office of Education as well as the school districts in San Luis Obispo County. Services and responsibilities include accounts payable, vendor and payroll warrant processing and production, state/federal reporting, and management of SLOCOE's information system and database applications.

#### **QUALIFICATIONS:**

Required:

1. High school diploma or equivalent and the equivalent of two years of college-level course work.
2. Two years increasingly responsible experience in office administration or computer operations-related position that included work with data processing (one year experience may be substituted by one additional year of college coursework).
3. Federal Bureau of Investigation and California Department of Justice fingerprint clearance as required by California Education Code.

Desired:

1. Public school or County Office experience.
2. AA degree in related field.
3. Harris/QSS software experience.

#### **KNOWLEDGE AND ABILITY:**

1. Knowledge of the set up and administration of multi-user systems and data processing operations, services and terminology.
2. Knowledge of principles, methods and procedures of operating mainframe and personal computers, software, and peripheral equipment.
3. Knowledge of database concepts, including functions, operations, and data import/export processes.
4. Knowledge of advanced uses of spreadsheet, database and other business software to import/export data elements, create reports, documents and materials requiring the data interpretation and manipulation.
5. Knowledge of computerized data collection, management, manipulation and distribution requirements for analysis and reporting.
6. Knowledge of record-keeping and report preparation techniques.
7. Ability to communicate effectively both verbally and in writing.
8. Ability to read and interpret complex and technical reports, manuals and related materials.
9. Ability to maintain accurate records.
10. Ability to troubleshoot, diagnose and resolve computer system malfunctions and problems.
11. Ability to learn, explain and answer questions regarding spreadsheets and database features.
12. Ability to maintain highly sensitive and confidential information.
13. Ability to maintain regular and reliable attendance.
14. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
15. Ability to establish and maintain positive and effective working relationships with diverse populations.
16. Ability to understand and follow verbal or written instructions with minimal supervision.
17. Ability to exercise sound judgments and decisions and evaluate the results of those judgments and decisions.

#### **ESSENTIAL FUNCTIONS:**

1. Provide direct service for districts including accounts payable, payroll and voluntary deduction warrant processing, preparation and production of notice of deposit forms, purchase orders, W2s, 1099s, leave

- requests, and various related reports according to established timelines and procedures. Initiate queries, compile information and manipulate data. Maintain peripheral equipment related to printing duties.
2. Generate a variety of reports, specialized databases, linked spreadsheets and forms for use by SLOCOE and district personnel and reporting to various stakeholders (i.e. State and federal agencies, auditors, SLOCOE and district staff, etc).
  3. Perform a variety of other data management and reporting assignments including researching and resolving any data related issues.
  4. Provide training and technical support to SLOCOE and district personnel concerning the operation of the business management system and utilization of system and database applications.
  5. Assist in the response to inquiries and provide technical information concerning-related techniques, requirements, practices and procedures. Conduct one-on-one or group trainings on set-up and operations of business management system database software, encompassing position control, absence tracking, payroll, master files, purchase orders, print files, and more.
  6. Research and troubleshoot system and database application issues affecting system users. Support Business Systems Specialist II in escalation of issues to software vendor.
  7. Reconcile and balance assigned funds, accounts and fiscal statements to assure accurate fund accounting. Provide technical administrative and departmental support for assigned accounts.
  8. Maintain logs and records related to warrants, audits and assigned activities. Input data, initiate queries and generate computerized reports related to personnel, voluntary deductions, payroll and benefits.
  9. Maintain data integrity and provide print job support.
  10. Assist Business Systems Specialist II with the maintenance and troubleshooting of data equipment including printers, folder/sealers, tape drives, consoles, and operator PCs, and call for repairs when required. Order and maintain inventory of supplies and equipment.
  11. Create, modify and terminate user accounts in accordance with data and security procedures.
  12. Assist appropriate personnel with the maintenance of payroll tax tables, retirement rate tables, and SACS validations tables in business systems software (ie: Harris/QSS/Escape).
  13. Update and maintain data web pages and web-based calendars. Create monthly data processing production calendar for distribution to school districts and the COE. Scan forms and documents such as California Department of Education General Bulletins and leave slips for website inclusion and archiving.
  14. Develop and generate forms, notices, flyers, booklets and logs. Maintain procedural handbooks for data processing.
  15. Communicate with SLOCOE personnel and outside agencies (e.g. local school districts) to securely exchange information, computer data, coordinate activities and resolve issues or concerns.
  16. Distribute business systems software training announcements to COE and school district personnel. Process any needed registration information and payment to business systems software vendors as applicable. Attend user group meetings, workshops, conferences, and classes to increase professional knowledge. Stay abreast of new technologies and software.
  17. Handle confidential information and materials with complete security.
  18. Perform other duties as required within the scope and skill level of the classification.

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

1. Dexterity of hands and fingers to operate computer equipment.
2. Seeing to view a computer monitor and read a variety of materials.
3. Hearing and speaking to exchange information.
4. Sitting or standing for extended periods of time.
5. Bending at the waist, kneeling or crouching to retrieve materials.
6. Physical agility to lift approximately 25 pounds to shoulder height and 50 pounds to waist height.
7. Lifting, carrying, pushing or pulling heavy objects.

**HAZARDS:**

1. Exposure to high decibel sounds.
2. Working around machinery with moving parts.

Grade Allocation: 36
Adopted: 5/27/2020
Revised: 7/27/2022