

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Work Permit Technician	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	College, Career & Technical Education	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	038 OTBS
REVISED:	June 20, 2008		

BASIC FUNCTION:

Perform specialized duties in the issuance of student work permits; act as district resource for requirements and procedures governing student employment and lead the work of clerical assistants.

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 is intended to accurately reflect the principal job elements.

E = Essential Functions

Process work permit applications received from district and private schools, community colleges, and other agencies for students under age 18. **E**

Serve as primary resource to District personnel, school districts, private schools, agencies, federal and state labor commissions and other organizations on a state-wide level regarding student employment. **E**

Review applications for accuracy, completeness, and proof of employer worker's compensation insurance including appropriate signatures; to sign final forms sent to employers. **E**

Act as primary contact for employers with student employment issues and concerns; maintain employer relations for continuous employment venues for students. **E**

Determine revocation of work permits in accordance with district procedures, California Education Code, and child labor laws. **E**

Explain policies, regulations, and procedures; contact parents, district staff, businesses, and community members to obtain and provide information. **E**

Represent the district in contacts with county, state, and federal agencies involved with child labor laws and student employment. **E**

Assist with the development, evaluation, revision, interpretation and implementation of district policies and procedures related to the processing of student work permits. **E**

Gather data, compose and type forms, letters, and a variety of reports; generate data base searches on a microcomputer to extract a variety of lists, reports, and directories; maintain records and files. **E**

Attend meetings and present information at inservice activities; responsible for the coordination and preparation of materials including student contracts used for work experience_education (WEE) classes; monitor WEE requirements for work permits. E

Assist curriculum writer in updating and editing work experience education instructional Materials; lead the work of clerical assistants. E

Operate standard office equipment, including microcomputers and related software applications. E

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of recent, full time, paid responsible office clerical experience in a school district office. One year experience working with student work permit applications is required. Experience working in a large public agency in job development, marketing, or human resources is desirable.

LICENSES AND OTHER REQUIREMENTS:

Typing/ keyboarding certificate for a net corrected speed of 40 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practice and procedures.
Technical aspects of field of specialty.
Student work permits and child labor laws.
Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Explain student employment regulations and procedures.
Operate standard office equipment, including microcomputers and related software applications.
Learn child labor laws and related regulations.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.
Establish and maintain effective working relationships with others.
Train and direct the work of others.
Type at a net corrected speed of 40 words per minute.
Plan and organize work.
Meet schedules and time lines.
Maintain records.

WORKING CONDITIONS:

ENVIRONMENT:

Office Setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.