

**CLASSIFIED JOB DESCRIPTION**

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**SPECIAL PROJECTS TECHNICIAN**

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**JOB SUMMARY:**

Under general supervision of the Executive Director of Technology and Instruction Services and Support, performs a wide variety of complex technical and clerical work requiring specialized knowledge and the ability to understand, interpret, and provide explanations on specific school-based Medi-Cal related policies and procedures. Organizes, coordinates, and performs administrative tasks in support of an assigned department or program; promotes teamwork and collaboration.

**ESSENTIAL JOB FUNCTIONS:**

- Responsible for confidential reports and files related to in the Medi-Cal Administrative Activities (MAA) Program and the Medi-Cal Billing Option Program.
- Prepares and verifies accuracy of a variety of reports, documents, and statements for local, state, and federal agencies and organizations related to the assigned programs/projects.
- Keeps informed on policies; regulations; local, state, and federal laws related to the assigned programs/projects.
- Processes interdistrict and intradistrict information for staff participating in the MAA, and Medi-Cal Billing Option Programs and for any other assigned program.
- Obtains necessary information on Individualized Education Program (IEP), Individual Family Service Plan (IFSP), and services provided by District Nurses, Psychologists, Occupational Therapists, Speech Language Specialists, and other personnel related to their MAA and Medi-Cal Billing Option.
- Attends local, state, and regional meetings related to the assigned programs/projects.
- Gathers, compiles, and maintains adequate and updated databases of participants in the assigned programs.
- Provides statistical data and reports on the assigned programs and projects.
- Calculates and maintains records of work activity data for Psychologists and Nurses and the number of hours worked by Language, Speech, and Hearing Specialists.
- Processes requests on behalf of the Executive Director of Technology and Instruction Services and Support for the assigned MAA programs.
- Initiates Position/Employment Requisitions, Short-Term-At-Will Contracts, and Independent Contractor Agreements.
- Conducts training sessions covering specific MAA-related topics. Provides direction to District staff and reviews all submissions.
- Assists with preparation of materials for Board of Education meetings.
- Conducts transactions with staff, public, and parents regarding policies and procedures related to the assigned programs/projects.
- Schedules appointments, meetings, and inservices for the programs/projects assigned.
- Learns new software programs or skills required to keep up-to-date in the position.
- Orders office supplies and materials required by the assigned programs/projects.
- Responds to inquiries of staff, parents, or community members for the purpose of providing information and/or direction as required.
- Provides routine secretarial/clerical services.

## SPECIAL PROJECTS TECHNICIAN

Page 2

- Types and composes correspondence, memorandums, invoices, faxes, and schedules related to the assigned programs/projects and distributes them to all pertinent parties, both interdistrict as well as intradistrict. Operates office equipment.
- Operates computer applications such as BusinessPLUS, Excel, Word, IEPPLUS, CMEDS, FileMaker, PEDS, and other applications required by the assigned programs/projects.
- Performs other duties as assigned.

### **ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:**

- Any combination of education, training, and/or experience that demonstrates the ability to perform the required duties.
- Evidence of recent successful experience working with financial or statistical records and systems.
- Ability to maintain the security of sensitive, confidential, and privileged information; plan and conduct clerical operations involving transactions requiring accountability and accurate controls; type at a speed of 50 net words per minute; make mathematical calculations with speed and accuracy; establish and maintain cooperative working relationships; operate a variety of office machines, including computers; understand and carry out oral and written directions; and communicate and interact effectively and professionally under pressure.
- Knowledge of modern office practices and procedures, including various forms of correspondence, filing, etc. May be required to have and/or learn a broad knowledge of District policies, practices, and goals as well as policies, procedures, regulations, and rules pertaining to the assigned programs/projects.
- Ability to perform secretarial and clerical work of a complex and technical nature; excellent command of English and Spanish in performing a variety of secretarial/clerical work.
- High school diploma or GED required. Preferably including or supplemented by courses in typing, office procedures, and bookkeeping/accounting systems.
- Minimum five years of experience working in a field related to specialized services in school settings.
- Successful completion of District clerical test.

*Classified Salary Schedule: Range 33*  
*BOARD APPROVED: 6-14-11*  
*REVISION DATES: 10-24-12*  
*7/17/23*  
*08/09/2023*