POSITION DESCRIPTION

TITLE: Boundary and Data Specialist
LOCATION: Transportation
REPORTS TO: Transportation Manager
DEPARTMENT: Transportation

SUMMARY STATEMENT:
Under the general supervision of the Transportation Manager, this position's primary responsibility is processing and maintaining the data for the Transportation State Report, boundaries, and other necessary records. This position also works with the Transportation Payroll Specialist auditing and processing driver time sheets. In addition, this position performs a variety of tasks with the student system for boundaries and kindergarten information.

ESSENTIAL FUNCTIONS:
1. Communicate effectively with staff, students, and the general public in person, by telephone, via e-mail, and in writing.
2. Prepare data from the Versatran student system for use with boundaries.
3. Calculate, sort, and verify drivers' time sheets, including holidays, and sick, bereavement, and personal leave.
4. Process and audit employee time sheets using a computerized payroll system.
5. Coordinate with district payroll department for payroll transmittals.
7. Maintain databases for the 1799 status report for the Office of Superintendent of Public Instruction (OSPI).
8. Assist in the preparation of State reports.
9. Monitor driver database using Versatran student system.
10. Monitor guaranteed hours per contract.
11. Compile and process paperwork for driver performance databases.
12. Maintain database for District accidents, Labor & Industries (L&I) reports, and Family Medical Leave Act (FMLA).
13. Maintain an accurate filing system.

OTHER RESPONSIBILITIES:
1. Perform other related duties as assigned.

PHYSICAL DEMANDS REQUIRED:
Vision (66-100%)
Speaking (66-100%)
Hearing (66-100%)
Sitting (66-100%)
Standing (Up to 33%)
Reaching (Up to 33%)
Bending (Up to 33%)
Sloping (Up to 33%)
Writing (33-66%)
Walking (Up to 33%)
Acceptable Attendance (66-100%)
Lifting/Carrying Up to 30 lbs. (33-66%)
Use of hands and/or arms for repetitive motion

MENTAL DEMANDS REQUIRED:
Math (66-100%)
Confidentiality (66-100%)
Detailed Work (66-100%)
 Written Communication (33-66%)
Verbal Communication (66-100%)
Problem Solving (66-100%)
Constant Interruptions (66-100%)
Staff Contact (66-100%)
Reading Documents (66-100%)
Multiple Concurrent Tasks (66-100%)

Percentages of requirements of physical and mental tasks are only an estimate. Reasonable accommodations for persons with a disability will be considered in order for them to perform the essential functions of the job.

(66-100%) = Continuously
(33-66%) = Frequently
(Up to 33%) = Occasionally

TOOLS AND EQUIPMENT NECESSARY:
IBM/PC (clone), telephone, typewriter, printer, 10-key calculator, copy machines, FAX machine, and all other tools and equipment necessary to perform the essential functions as listed above.

MINIMUM QUALIFICATIONS:
(Testing may be required.)
1. Typing/keyboarding of 50 wpm.
2. A minimum of two years of experience in a related field, or equivalent training.
3. Working knowledge of Nextel data administrator software preferred.
4. Demonstrated ability to perform on the computer, using a Windows environment, including Word, Excel, and other related Microsoft applications.
5. Must have a working knowledge of a computerized routing program.
6. Must be able to acquire a working understanding of account codes and payroll procedures.
7. Demonstrated ability to communicate effectively with staff, students, and the general public in a positive manner.
8. Must possess a good math aptitude.
9. Demonstrated ability to problem solve.
10. Demonstrated ability to operate the office equipment listed above.
11. Demonstrated organizational skills.
12. Demonstrated ability to establish and maintain positive relationships with others as part of a team.

189-190 Days Per Year (Includes Holidays)
8 Hrs. Per Day

PSE: ________________________________ Date: ________________

District: _____________________________ Date: ________________

Revised Date: 09/02/2014
Classification: Clerical
Class: Class IV
Display on Web? Yes

Boundary and Data Specialist