

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

CALWORKS TECHNICIAN II

Salary Range 14

BASIC FUNCTION:

Under the direction of the Director CalWORKs, interviews and assists students in the CalWORKs program; performs one or more highly specialized functions involving an extensive body of knowledge involving computerized CalWORKs records and providing support to CalWORKs students; performs other related duties as may be assigned.

The CalWORKs Technician I performs a variety of tasks involved in assisting students who are eligible for CalWORKs. Incumbents are assigned to one or more specialties within the CalWORKs program and typically assist students with verifying enrollment in Antelope Valley College. The CalWORKs Technician II serves in a specialized capacity in terms of computer systems or specific program management.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

Assists students in preparing CalWORKs documents. (E)

Prepares GN 6070's, book verifications, and case reviews. (E)

Verifies enrollment information. (E)

Performs technical duties related to departmental computer systems; maintains and backs up CW MIS database, trouble shooting computer problems. (E)

Assists in determining eligibility parameters. (E)

Manages electronic exchange process required for transmission of data; summarizes PSS, MMR, SDA views data for various reports. (E)

Assists with processing student files assembling and completing case notes. (E)

Interviews and advises students concerning application and eligibility; interprets and explains Federal, State, and District regulations and requirements; monitor progress of students. (E)

Maintains current knowledge of State programs. (E)

Attends meetings, workshops and conferences for changes in eligibility requirements. (E)

Coordinates communication and activities with Department of Social Services; DPSS, Greater Avenues for Independence, GAIN, and the AVC district. (E)

Prepares and maintains variety of records, files, and reports related to CalWORKs activities, compiles and maintains statistical data for inclusion for inclusion in State reports. (E)

Coordinates data entry into AVC Banner system to report Student Activity Code (SGASGDN) and Counseling and Ed Plans (SEPS) provided by CW counselors done online with SEADETL. (E)

Trains, assigns, and provides work direction to students with respect to data entry. (E)

Trains CalWORKs staff, counselors and student assistants on how to use Banner Prod, Banner Web, and CalWORKs MIS. (E)

Performs other related duties as may be assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school or G.E.D. equivalent and three years experience working in an educational institution or similar type of program working with students handicapped by educational and economical disadvantages.

LICENSES AND OTHER REQUIREMENTS:

Valid driver's license.

CALWORKS TECHNICIAN II, continued

KNOWLEDGE OF:

Vocational assessment instruments.
Interest inventories and work sample component tests.
Methods, procedures and terminology used in test administration.
Oral and written communication skills.
Record-keeping techniques.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of office machines including computer equipment and software.
Report writing techniques.

ABILITY TO:

Administer and score vocational assessment tests, interest inventories, and aptitude and work sample component tests.
Observe students during test procedures and prepare clear, objective and concise written observations.
Direct individual and group testing.
Relate effectively to educationally and physically handicapped students.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Plan and organize work.
Work independently with little direction.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student workers.

CONTACTS: Co-workers, other departmental staff, students, clients, outside agencies, and the general public.

PHYSICAL EFFORT:

Requires the ability to exert some physical effort, such as walking, standing and light lifting
Dexterity in the use of fingers, limbs and body in the operation of office equipment.
Tasks require extended periods of time at a keyboard.

WORKING CONDITIONS:

Normal office environment.