

Category: 0303
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Director, OIEP
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BUSINESS TECHNICIAN

CATEGORICAL PAY LEVELS

Minimum Pay Level: 01

Maximum Pay Level: 03

DESCRIPTION OF WORK

This job category covers school business and administrative support positions that perform assistant, and/or technician work requiring substantial knowledge of school business and administrative support terminology, requirements, procedures, operations, functions, and regulatory policy and procedural requirements. These positions perform work supporting accounting, budget, finance (includes encoding and remote data entry payments), human resources management, management analysis, procurement, P.L. 93-638 contracts and P.L. 100-297 grant Part A and/or B administration, property and supply management, space management, public information, safety, and security programs and functions. The work does not require a broad understanding or application of professional or administrative knowledge typically acquired through full college education and specialized training. Assistant and technical work involves the application of procedures, practices and instructions within the framework of established guidelines.

POSITION TITLES AND LEVEL OF RESPONSIBILITY

Level 01 – Business Technician: Level 01 is the entrance level for technicians, requiring knowledge of basic terminology and processes of assistant support in business administration functions. Responsibilities require few choices since majority of the work is routine and straightforward, requiring the execution of simple and/or well-defined functions. These positions work under close supervision of a professional educator or business manager or specialist on an ongoing basis, who provides technical assistance on a regular and recurring basis. Their assignments are typically designed to equip them with the knowledge and skills to progress to the next pay level.

Level 02 – Business Technician: Level 02 positions perform a full range of technician support work involving application of basic problem solving methods, and knowledge of

business administration related standardized processing regulations, procedures, methods, and operations. Level 02 may be used as a developmental or full performance level at the school or Education Line Office level wherever such services are required. Level 02 Technician typically specializes in one administrative area in large organizations or covering most areas in a small organization. Technicians at this level normally work under the supervision of a professional educator or business manager or specialist, who provides advice or additional instructions for difficult, new, or special assignments. They are expected to operate independently within established instructions and guidelines. Specific problems not covered by instructions or standard operating procedures are referred to a supervisor or designated employee for assistance and/or a decision.

Level 03 – Business Technician: Level 03 is the full performance level for Technician positions utilizing a knowledge of a comprehensive body of business administration related policies, regulations, procedures, and methods. May be used at the school or Education Line Office level wherever such services are required. Level 03 technicians at the schools are responsible for limited business specialist support and services with readily available technical assistance of business managers or specialists at the Education Line Office. Technicians at this level, independently plans the work; resolves problems; recommends alternative methods to the supervisor; handles problems and/or deviations in accordance with established policies and guidelines; and refers controversial issues to the supervisor for direction.

Use the basic title without parenthetical specialty title as the official position title for those positions that include two or more specialized business functions when none predominates or no established specialty. Use the following parenthetical titles for technician positions to denote specialty area: budget, accounting, financial, human resources, property and supply, procurement, and management analysis.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS

Level 01 – High school or GED diploma and one year related experience.

Level 02 – Associate Degree or 60 college semester hours in related field and one year of related experience; OR High School or GED and three years related experience.

Level 03 – Associate Degree or 60 college semester hours in related field and two years related experience; OR High School or GED diploma and five years related experience.

Related experience for Level 02 Business Technician includes lower level work such as that equivalent to a level 01 or GS-03 level of difficulty in a technical area. Representative technical areas could include bookkeeper, budget clerk, financial clerk, purchasing clerk, human resources clerk, or other similar clerical and administrative support functions.

Related experience for Level 03 Business Technician should be in two or more different administrative areas (e.g., human resources assistant, accounting technician or purchasing agent) at a level equivalent to CE/CY-02 or GS-05 for a minimum of one year in each area.

CONDITION OF EMPLOYMENT:

A valid State Driver's license is a prerequisite, if the position requires operation of a motor vehicle in performance of work. Some positions involve work requiring extensive driving between work sites throughout the geographic jurisdiction of the Education Line Office. A valid State Driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position.

PHYSICAL REQUIREMENTS

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. The ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, and amputation of arm, hand, leg or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, the applicant must possess emotional and mental stability.

The position requires normal physical activity with the work, field travel, and to attendance at meetings and conferences from the duty station.