

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Health Services Technician	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	1526	<b>WORK YEAR:</b>	11 to 12 Months
<b>DEPARTMENT:</b>	Health Services	<b>SALARY:</b>	Range 42 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>CABINET APPROVAL:</b>	01-21-14

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**BASIC FUNCTION:**

Perform diverse, complex clerical and technical duties requiring specialized knowledge and independent judgment involving frequent and responsible public contact; provide for proper input and output of a variety of data.

**DISTINGUISHING CHARACTERISTICS:**

Health Services Technicians are assigned and perform diverse, complex clerical and technical duties involving independent judgment and action within the Health Services and its associated sites such as the Immunization Clinic and TB Screening Clinic. The ability to work with numerous interruptions, attends to detail, and provides excellent customer service is required. The Health Services Technician must know and continue to learn both educational and medical terminology and associated school health protocols and procedures.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. 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 principle job elements.)**

Compile information from a variety of sources, and prepare complex reports as required by district, county, state, or federal regulations; and communicate with other agencies sites, or departments to provide or obtain information. **E**

Compose correspondence independently or from oral or written instructions using a computer; prepare and edit letters, memorandums, reports, and forms; request, provide, or verify information; and receive, screen, and route mail and email. **E**

Receive and answer inquiries from families, other departments, school sites, medical providers, public health agencies, Health Services staff, and community organizations. **E**

Communicate with students, parents, staff, administrators, and others regarding district and Health Services policies and procedures. **E**

Screen home instruction applications for completeness and accuracy; assign teacher if necessary, monitor approved beginning and end dates; submit and monitor appropriate payroll documents; and input appropriate designations into student database. **E**



