

**BACKGROUND TECHNICIAN SPECIALIST**

**REPORTS TO:**

Director, Strategic Partnerships  
HR Partner

**SUPERVISES:**

Not Applicable

**QUALIFICATIONS:**

Graduation from a standard high school or possession of a GED plus 4 years progressively responsible office experience.

**PREFERRED:**

Experience with background screenings to include fingerprinting services.

**MAJOR FUNCTION**

Performs advanced, complex clerical work in carrying out a variety of specialized or technical duties of a confidential nature. Applies varied procedures in accomplishing duties in an assigned work unit. Work involves a high degree of independent judgment and judicious decision-making based on policy and guideline established.

**ESSENTIAL RESPONSIBILITIES**

- Acts as contact/liason for community members, parents, and district and school staff on background screening processes and policy.
- Provides clerical assistance with requests from community members, public records, and court documents.
- Develops processes and systems for background screening.
- Processes reports and analysis of background screenings.
- Reviews eligibility policy on offenses.
- Performs background screening utilizing FDLE (Florida Department Law Enforcement) database to include FBI screening.
- Works with Office of Professional Standards on background screening results.
- Updates and maintains CJIS (Criminal Justice Information Services) database.
- Maintains all outside Level 2 clearance paperwork.
- Provides badges for volunteers and/or employees.
- Performs other related duties as assigned.

**Strategic Partnerships:**

- Updates and maintains volunteer database reports.
- Processes volunteer registration form(s) and verify government issue identification in the volunteer system and file paperwork.
- Performs driver's license verification on the Pinellas DMV (Department of Motor Vehicle) website.
- Determines volunteer eligibility status, updates volunteer profile with approval/limited status and makes notification to schools/department volunteer limited or ineligible status.
- Processes all applicant appeals of volunteers and JLA (Jessica Lundsford Act) vendors.
- Updates background checks and verifies information in the volunteer system is accurate.

## BACKGROUND TECHNICIAN SPECIALIST

### ESSENTIAL RESPONSIBILITIES (Con't)

- Research all no-rehires and conditional rehires for employee volunteer status.
- Processes, updates, and codes Level 2 screening results for all volunteers through VECHS (Volunteer & Employee Criminal History System).

#### Human Resources:

- Performs fingerprinting process ensuring accuracy of prints submitted for background clearance.
- Acts and communicates as the liaison between the vendor and the school district.
- Monitors and maintains scheduling for employees, including charter employees.
- Conducts employment verification through E-Verify and serves as the lead for the department on updates to provide to Human Resources staff.
- Monitors resubmits and accuracy of ORI (Originating Agency Identifier) submissions.
- Provides technical support for employees on the fingerprinting process including registration and completing employment paperwork.

### TERMS OF EMPLOYMENT

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

### HISTORY OF JOB CLASSIFICATION

ISSUED: 10/09/15 CH; BOARD APPROVED: 10/27/15; REVISED MQ, ER 11/02/23 DC; BOARD APPROVED: 12/12/23

## BACKGROUND TECHNICIAN SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time		X			
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Background Technician Specialist - PESPA