



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
EOPS TECHNICIAN	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 1999 CLASSIFICATION STUDY		Board Approved: 4/00

**JOB DESCRIPTION:**

Under general supervision, provide technical information regarding the Extended Opportunity Programs and Services (EOPS) programs; perform intake duties related to EOPS; coordinate and process applications for EOPS; verify information on the applications; and perform related work.

**SCOPE:**

The EOPS Technician serves as a technical resource for EOPS information and processes; evaluates and verifies EOPS applications; recommends award packages; and coordinates and prepares notification and eligibility letters to applicants.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Provides accurate information regarding the EOPS resources available to assist students in meeting their educational goals; answers questions regarding EOPS services, eligibility and processes.
2. Evaluates EOPS applications and supporting documents for accuracy, clarity and completeness according to State rules and regulations in order to determine basic eligibility for EOPS.
3. Verifies financial and educational information reported on EOPS applications and additional documents.
4. Recommends EOPS award packages of State SB164 categorical funds.
5. Prepares EOPS tracking letters and eligibility letters; mails approved notifications to students.
6. Coordinates and maintains computer database for EOPS intake.
7. Corrects student information in computer database using specialized EOPS screens.
8. May troubleshoot and resolve EOPS intake problems and issues.
9. Updates student academic progress to evaluate continued EOPS eligibility.
10. Processes applications for EOPS and fee waivers for EOPS.
11. Coordinates and monitors the EOPS childcare slots at the SRJC Children's Center.

## **EMPLOYMENT STANDARDS**

### **ABILITY TO:**

Analyze the financial needs of students to determine their EOPS eligibility; provide accurate and clear information to students; apply eligibility criteria in a fair, consistent and objective way; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

### **KNOWLEDGE OF:**

Issues relating to ethnic minorities or persons handicapped by language, social or economic disadvantage; federal, state and local laws and regulations governing funded programs; applicable federal and state laws and regulations including EEO, Affirmative Action; operation of personal computer and software applications.

### **MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

#### *Education:*

2 years of college coursework.

#### *Experience:*

Two years experience working with low-income or ethnic minority groups. Bicultural skills and expertise are preferred.