

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: ERSEA COMPLIANCE SPECIALIST SENIOR- RESTRICTED

BASIC FUNCTION:

Under the supervision of the Supervisor- Head Start Compliance/ERSEA, performs complex technical, clerical and record keeping duties relating to Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) of children and families in the Head Start, Early Head Start, and State Preschool programs; provides recruitment support and data collection; reviews and

ERSEA



Hearingand speakingto exchangeinformation.

Seeingto reada varietyof a materials.

Bendingat the waist,kneelingor crouchingto file and retrieve materials.

Liftingand carryinglight objects.

Reachingoverheadand abovesoulders.

Approvedby PersonneCommissionDecember14, 2016; RevisedApproval:June14, 2017



KristinOlson

Date:06/14/17

Director Classified Personne Services Services Services