



San Gabriel / Pomona
Regional Center

DEPARTMENT CLERK, Preschool Unit IV

Regular, Non-exempt

Salary Range: \$17.68- \$25.34 Hourly

The Organization

San Gabriel/Pomona Regional Center (SG/PRC) is a private, non-profit agency that is contracted with the State of California, Department of Developmental Services, to provide services to individuals with intellectual and developmental disabilities. SG/PRC has proudly served the San Gabriel and Pomona Valleys since 1986, serving 28 cities in its catchment area. We serve individuals across the lifespan from infants and toddlers, school age children, transition-age youth, adults, and aging adults.

The Position

This position reports to the Manager of Preschool Unit IV.

Essential Job Functions

- Provides Clerical support to all Early Intervention Service Coordinators.
- Process Distribution of IFSP reports via Mail/E-mail to Parent & Providers.
- Review family income to confirm financial assistance of ABA co-payments and process Letter confirming or denying request for Co-payment assistance.
- Manage Provisional Eligibility sign up of cases and distribution of statement of eligibility.
- Completes Eligibility Letters to Lanterman Eligible Children for pre-school units.
- Supports department staff with confidential clerical/administrative duties as needed.
- Develop and Mail New SC letters for new case assignments.
- Monitors Early Childhood forms drive to assure forms are updated accordingly.
- Create packets of information for distribution for Early Childhood and Early Intervention Units.
- Provides support when needed to the Early Intervention units.
- Consults with All Preschool and Early Intervention Managers on clerical related duties.
- Works Collaboratively with Early Intervention Unit Clerks
- Performs other related duties as required.

Employment Standards

High school diploma and one year experience in an office environment performing administrative and/or clerical functions.

Knowledge and Abilities

- Knowledge of office methods, practices, and procedures
- Professional telephone techniques and etiquette
- Good verbal and written communication skills
- Must be able to effectively organize work
- Handle multiple priorities and projects
- Perform clerical/administrative work involving independent judgment
- Must be able to interact with individuals from a variety of backgrounds.
- Detail-oriented and able to work in a fast-paced environment
- Ability to follow oral and written instructions
- Computer competence

Other Essential Requirements

Employees using a private vehicle for agency purposes must maintain a valid driver's license and minimum liability insurance coverage.

SG/PRC Offers an Excellent Benefits Package for Regular Employees including:

- Health Insurance – SG/PRC pays the full cost medical plan coverage for employees only. We also offer dependents coverage purchased by employees.
- Dental Insurance – SG/PRC pays the full cost of the Dental DMO and PPO Plan for employees. dependents. We also offer dental coverage to dependents purchased by employees.
- Pre-Tax Flexible Spending Account for eligible health care expenses
- Pre-Tax Dependent Care Flexible Spending Account for eligible dependent care expenses
- No cost Life, Accidental Death & Disability, Long Term Disability Insurance for employees
- No cost Vision plan for employees
- Retirement plan – SG/PRC Contributes 8% of employees' salary, every pay period into 401(a)
- SG/PRC also offers two a 403 (b) matching plan and matches up to 6.2% of employee's contribution.
- Participate in Tuition Reimbursement Program with up to \$10,000 annual reimbursement.
- Participate in the Public Service Loan Forgiveness program
- Paid Time Off – Eligible for 2 weeks of accrued vacation in the first year, 8 hours per month sick time, wellness program, milestone appreciation awards, including paid time off.
- Holidays – SG/PRC offers 20 paid holidays throughout the year
- 9/80 Alternate Work Schedule
- Most positions are offered a hybrid–remote work option

Professional Development Opportunities & Growth

SG/PRC values the professional development of staff! Many Services Coordinators and Administrative Staff gain experience and enter into Supervisor, Manager or Director positions.

Diversity, Equity, and Inclusion

At SG/PRC, we value and celebrate diversity! In September 2022, SG/PRC launched an initiative to enhance and strengthen our commitment to diversity and belonging.