JOB TITLE:	TECHNICIAN DATA SUPPORT
DIVISION	ACCOUNTABILITY, RESEARCH and SYSTEMS IMPROVEMENT
SALARY SCHEDULE/GRADE:	IA, GRADE 14
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8511
BARGAINING UNIT:	CLA5

REVISED: Submitted:

07/17/2019   07/16/2019

SCOPE OF RESPONSIBILITIES

Creates data sets and/or reports often combining data from multiple sources for internal uses, external partners, open records requests, research requests, and Board requests; provides data in a timely manner in compliance with all District, state, and federal policies; review department reports and data sets for completeness and accuracy.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Prepares complex data sets/reports for the division (this includes but is not limited to Open Records Requests, Office of Civil Rights, internal requests, JCPS Board requests, department reports, and community requests)

Assists with monitoring and completing data requests for federal, state, and local compliance

Combines multiple data sources into a single source document

Completes ad hoc data reports in compliance with District and/or community requests for special data requirements

Performs quality data checks on District data sets and reports

Prepares, maintains, and updates data/information

Creates customized or specialized data sets or reports to meet District needs

Works with other departments, school personnel, and/or community members on data needs

Follows FERPA and other data best practices in compliance with local, state, and federal laws and procedures

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or GED

In-depth knowledge of querying databases

Three (3) years of experience manipulating large datasets using SQL, Excel, Access, R, or other program (s)

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's Degree or higher in mathematics, statistics, technology, or some related field

Experience in JCPS data systems

Knowledge of GIS

Experience in a diverse workplace