



NEW:
07/01/1993

JOB TITLE:	DATA MANAGEMENT / RESEARCH TECHNICIAN
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8625
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assist with designing, implementing, and reporting district, state, and federal programs. Assist local schools and departments in monitoring programs. Plan, develop, and implement training programs. Plan and develop automated data systems to provide services for users. Troubleshoots the data system. Assumes responsibility of liaison between the department and MIS.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assist staff with automated equipment operation and application of software
- Monitor services and troubleshoots as the liaison between the department and MIS
- Assist in planning data bases and data retrieval systems, and provides liaison with data processing specialists for implementation
- Prepare specifications for adhoc reports and mass updates. Produce reports from data bases
- Assist in preparing, maintaining and updating data/information
- Perform studies for departments, offices, and agencies as required
- Assist in compliance with district and/or community requests for special data requirements
- Prepare annual and interim reports for district, state and federal programs
- Maintain accurate data and conduct analysis of data for evaluations using electronic data processing equipment
- Perform other duties as assigned by the designated 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, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Three (3) years responsible research and evaluation experience
- Two (2) years data processing experience
- Demonstrated ability to add, subtract, multiply and divide quickly and accurately
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience in writing technical/analytical evaluation reports
- Ability to work with various role groups