JOB TITLE:	TECHNICIAN DATA MANAGEMENT RESEARCH
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8624
BARGAINING UNIT:	CLAA

REVISED:

07/17/2019

Submitted:

07/16/2019

SCOPE OF RESPONSIBILITIES

Assists with designing, implementing, and reporting District, state, and federal programs. Assists local schools and departments in monitoring programs. Plans, develops, and implements training programs. Plans and develops automated data systems to provide services for users. Troubleshoots the data system. Assumes responsibility of liaison between the department and IT.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists staff with automated equipment operation and application of software

Monitors services and troubleshoots as the liaison between the department and IT

Assists in planning data bases and data retrieval systems, and provides liaison with data processing specialists for implementation

Prepares specifications for ad hoc reports and mass updates; produces reports from data bases

Assists in preparing, maintaining and updating data/information

Performs studies for departments, offices, and agencies as required

Assists in compliance with District and/or community requests for special data requirements

Prepares annual and interim reports for District, state and federal programs

Maintains accurate data and conduct analysis of data for evaluations using electronic data processing equipment

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

Perform 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, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of responsible research and evaluation experience

Two (2) years of 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

Experience in a diverse workplace