



REVISED: 10/26/2024  
Submitted: 10/15/2024

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

**SCOPE OF RESPONSIBILITIES**

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

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Prepares official documents (ex., contracts, requisitions, vouchers...) for department
- Monitors services and troubleshoots as the liaison between departments
- 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 data
- 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
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

**PHYSICAL DEMANDS**

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

**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
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Effective communication skills
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<b>DESIRABLE QUALIFICATIONS</b>
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Experience in writing technical/analytical evaluation reports
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Ability to work with various role groups
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Experience in a diverse workplace
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