



REVISED: 12/14/2022  
Submitted: 12/13/2022

|                        |                                     |
|------------------------|-------------------------------------|
| 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

#### 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

