



NEW: Submitted:
07/01/2024 03/26/2024

JOB TITLE:	TECHNICIAN ML
DIVISION	ACADEMICS
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 ML 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 other departments such as IT.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists staff with automated equipment operation and application of software

Monitors services and troubleshoots as the liaison between the OML and assigned departments

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

Prepares specifications for ML ad hoc reports and mass updates; produces reports from databases

Assists in preparing, maintaining and updating ML data/information

Coordinates with OML leadership to support ML registration, identification, and instructional technical data needs

Performs studies and research analysis around ML data 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. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

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

Demonstrated proficiency in two (2) languages: English and another appropriate language