



## **Data Specialist**

### **DEFINITION**

Under general direction, evaluates, monitors and manages several data base systems from multiple resources. Ensures the security and integrity of data for reporting and procedural accuracy. Performs program data support and other related work as assigned.

### **DUTIES**

- Serves as a technical analyst at the District Office; performs complex and highly specialized data analysis work by planning, organizing and participating in the operations of the department.
- Plans and follow up to ensure that functional deadlines are met. Types and/or revises letters, reports, requisitions, purchase orders and forms as needed or required.
- Composes technical and difficult correspondence and memos independently or from brief verbal instructions or notes.
- Prepares draft and/or final reports, by researching, analyzing and summarizing information and data from various sources.
- Identifies and corrects inaccurate, inconsistent or incomplete data to ensure integrity and security of data from all users in district.
- Communicates corrections to specific users for consistency and assists with training when necessary to meet procedures and reporting requirements.
- Evaluates new systems for user requirements, permissions and general troubleshooting needs.
- Disseminates various reports and queries to administrative staff to be evaluated for district and state reporting procedures.
- Enters data to and from various sources or documents between internal staff or outside agencies while maintaining security of systems.
- Provides specific information to the general public and District personnel regarding the District's policies and procedures; may conduct interviews to ascertain certain information, may prepare Board of Trustee agenda items; establishes and maintains complex numerical, alphabetical, and subject matter files; receives, interviews, and screens callers.

### **EMPLOYMENT STANDARDS**

Knowledge of:

- organization and management of office functions
- modern office methods and equipment including computers, filing systems, receptionist and telephone techniques, letter and report writing, and proofreading

- correct English usage, spelling, grammar, punctuation, and arithmetic
- data quality verification and manipulation
- various data systems, queries, reports and basic troubleshooting techniques

**Ability to:**

- establish and maintain cooperative working relationships
- perform complex secretarial and clerical work involving independent judgment requiring thorough knowledge of District policies and rules and regulations, and selected sections of the Education Code
- devise or adopt office procedures to changing organizational needs
- understand and carry out oral and written directions
- use tact, diplomacy, discretion and confidentiality as necessary
- compose correspondence independently
- type at a corrected speed of 60 words per minute
- work independently and be flexible
- read, understand and apply general instructions and related technical information
- learn and effectively use various database systems specific to District needs
- operate and use computers and related peripheral equipment.

**Experience**

At least 2 years of increasingly responsible experience in database operations including report design and implementation acquired through some college level course work in data processing or related field or any combination of training and experience with the desired qualifications.

**Education**

Equivalent to completion of twelfth grade including or supplemented by courses or training in data manipulation, report implementation and operational techniques.

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

February 2011

Range: 14