



**SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission**

CLASS TITLE: Program Data Technician

DEFINITION:

Under general supervision, performs a wide variety of technical duties in auditing, verifying and ensuring accuracy of student record and program data; generates a variety of reports for use by SDCOE and reporting to various stakeholders (i.e. State and federal agencies, grantors, SDCOE Staff, etc.); exports data to other formats for detailed analysis and specialized reporting; interacts with administrators, students, parents, representatives of other public agencies and others. May independently perform a wide variety of difficult and highly responsible clerical and operational support activities, including preparation and maintenance of student records, reports and forms; maintain logs and documentation as required.

DISTINGUISHING CHARACTERISTICS:

Program Data Technicians are responsible for independently performing a wide variety of difficult and responsible records management duties involving the audit, verification and updating of program data and the generation of a variety of standard to complex reports. May be responsible for performing a wide variety of difficult and highly responsible clerical and office support functions. Work requires a detailed understanding of the operations and functions of SDCOE's student information system and/or other applicable systems and the ability to identify and resolve data errors and problems based on knowledge gained through experience.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Commits to honoring SDCOE's Mission, Vision, Core Values, Commitments, and Indicators of Student Success.

Receives and logs requests for data from schools/programs.

Locates student records in systems and researches student enrollment history and academic records to obtain data on academic credits.

Reviews program eligibility qualifications to ensure student is appropriately placed in program; references state and federal requirements to ensure accuracy.

Exports various educational data from multiple data systems for schools/programs to identify inaccurate codes, mismatches and other missing or erroneous data and follows up with school sites or programs to obtain missing or corrected data.

Generates summary reports and reports by grade, funding source, school and other variables; reconciles data differences, identifies reasons for differences and/or makes manual adjustments; prints and distributes final reports; maintains files of all reports and revisions.

Trains school site and other personnel on the uses and operations of SDCOE's student information system or other applicable systems such as SEIS, CASEMIS and program databases.

Creates specialized databases, linked spreadsheets and forms for use by other unit staff; creates course numbers and adds them to customized databases.

Assists in performing minor maintenance on the student information system and other SDCOE databases.

Performs a variety of other data management and reporting assignments; researching and resolving any data related issues.

Generates extract files of enrollment and staff/student characteristics data for reporting to meet California Basic Education Data System (CBEDS) requirements and validates and certifies CBEDS data.

Collects, reviews, researches and resolves missing data and discrepancies and data enters student record information and changes in the student information system to ensure accurate accounting for all students and the services they receive.

Maintains and updates a variety of program information utilized in data maintenance and reporting functions.

Researches and responds to inquiries from administrators, teachers, and others and assist in the interpretation of data.

NON ESSENTIAL FUNCTIONS:

Performs other duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and three years of increasingly responsible office administrative experience, at least two of which involved the maintenance of student records utilizing a computerized student information system similar to that used by SDCOE; or an equivalent

combination of training and experience. Completion of coursework on database, spreadsheet and other software applications is highly desirable.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

SDCOE and State regulations, rules, policies and procedures applicable to the maintenance of student records and the reporting of student attendance and other data.

Functions, operations and data input/output procedures of SDCOE's student information systems, including methods for creating system queries for a variety of purposes.

Office administrative practices and procedures, including recordkeeping practices and procedures.

Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.

Advanced uses of word processing, spreadsheet, database and other business intelligence software to import/export data elements and create reports, documents and materials requiring the interpretation and manipulation of data.

Basic research techniques, methods and procedures.

ABILITY TO:

Operate a computer using word processing, spreadsheet and database software and other office equipment.

Manage multiple and rapidly changing priorities to meet the needs and expectations of a variety of internal and external customers, often on short notice.

Organize, set priorities, take initiative and exercise sound independent judgment within areas of responsibility.

Interpret, apply, explain and reach sound decisions in accordance with regulations, policies and procedures.

Organize, research and maintain complete and extensive student records and specialized data files.

Communicate clearly and effectively, orally and in writing.

Understand and follow written and oral instructions.

Maintain highly sensitive and confidential information.

Deal with sensitive and difficult situations.

Establish and maintain highly effective working relationships with site administrators, staff, teachers, parents, students, other school districts, other governmental agencies and others encountered in the course of work.

Must demonstrate attendance sufficient to complete the duties of the position as required.

WORKING CONDITIONS:

Office environment. Occasionally operate a vehicle to conduct work.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; possess dexterity of hands and fingers to operate equipment; sit and/or stand for extended periods of time; kneel, bend at the waist, and reach overhead, above the shoulders horizontally, to retrieve and store files and supplies; and lift light objects.

Established	Revised	Approved by Personnel Commission	FLSA Status	Job Code	Salary Range
04/06/2015	9/2015	04/06/2015	Exempt		R52