

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: DATA QUALITY SPECIALIST

BASIC FUNCTION:

Under direction of an assigned supervisor, provide support and assistance to site and District users regarding student information system operations and related data, applications, practices and procedures. Perform data extracts, analyze, troubleshoot and resolve anomalies relating to CALPADS State/Federal Data Reporting.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide support to end users and IT staff in using District-selected student information system, District-supported off-the-shelf applications and software created by the IT department.

Work with all stakeholders and functional areas that are responsible for CALPADS submissions; coordinate with the Human Resources department on the California State Assignment Accountability System (CALSAAS) and effects on CALPADS reporting.

Assist staff in problem solving, testing, and debugging of student information system installation/updates/modifications, District-supported off-the-shelf applications and in-house software.

Understand, analyze, evaluate and validate CALPADS Reports; work closely with CA schools/districts to resolve student data discrepancies; troubleshoot and resolve State/Federal Data Reporting anomalies; perform data extracts and imports for State/Federal Data Reporting processing.

Provide data entry and/or manipulation services using either manual entry or use of querying tools, in-house solutions, or database mediums as per request. Provide data entry via other means including but not limited to the use of scanners.

Extract data from Student Information System and other data sources using querying tools and other database mediums; create reports as requested through data extraction from SIS.

Assist with preparation and delivery of presentations and provide necessary documentation as needed for audits performed.

Assist in applying updates and revisions to District Student Information System.

Monitor any data transfer procedures used by District Student Information System to synchronize data, ensuring proper operation.

Evaluate software problems and effect necessary corrections/repairs as needed.

Assign and maintain security settings within District Student Information System.

Coordinate with Site and District personnel regarding needs, work requirements and schedules in order to plan and develop production schedule priorities and timelines.

Update and maintain catalog of samples related to assigned work. Document activities and trends associated with position.

Keep current with State and Federal requirements related to data submission and exchange information with other districts and third parties.

Process daily work orders; log problems, actions taken, and final resolutions in the Help Desk Management System Provide coverage of telephones to answer technical questions and enter work requests into automated Help Desk Management System.

Operate a variety of office equipment including a calculator, copier, fax machine, scanner, computer and assigned software.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of data processing.
Methods and procedures of operating computers and peripheral equipment.
Database Management Systems and querying techniques.
Report design and creation.
Proper methods of storing equipment, materials and supplies.

Scheduling requirements for special projects and production runs.
Record-keeping techniques.
Application support skills.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.
Windows applications.
District Student Information System.

ABILITY TO:

Process a variety of computer production runs according to instructions.
Operate computers and peripheral equipment properly and efficiently.
Observe machines in operation, analyze stoppages and take corrective action.
Make routine equipment adjustments and perform routine maintenance.
Communicate data processing procedures, proper usage and requirements to users.
Establish and maintain cooperative and effective working relationships with others.
Maintain routine records.
Work independently with little direction.
Understand and follow oral and written instructions.
Use and navigate through Windows Operating System.
Query Database Management System using supplied querying tools.
Design and create reports.
Provide support on various computer peripherals and software to end users.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Supplemental college level coursework in business, computer information systems, computer science or related field is desired.

Experience: One year of experience in computer operations and support or experience with District's student information system.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.

Seeing to view a computer monitor.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extending periods of time.

Lifting heavy objects (up to 75 pounds).

Reaching overhead, above the shoulders or horizontally to store and retrieve supplies.

HAZARDS:

Extended viewing of a computer monitor.