

## Sonoma County Office of Education – Job Description

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**Classified**

### **DATA CONTROL TECHNICIAN III – STATE AND FEDERAL PROGRAMS**

#### **Definition:**

Collects, organizes, prepares, analyzes, enters and controls data for use in reports regarding eligibility determinations, reimbursement for services, categorical requirements, demographic research, fiscal analysis, and forecasting. Participates in establishing security and a hierarchy of data access and the layout of data entry screens and queries.

#### **Distinguishing Characteristics:**

This is the third level in a job series of three levels of Data Control Technician. The Data Control Technician III requires specialized and highly developed computer/data entry skills, enhanced by knowledge of the terminology, practices and policies of the programs of assignment. Advancement to this position also requires a working knowledge of student data entry and control systems, demographic research, and reporting formats for reimbursement and accreditation. Advancement potential exists along the Data Control Technician Series career path and will require additional experience and education in the area of computer operations, data base applications, or technical support to personal computer users.

#### **Supervision Exercised and Received:**

Works under limited supervision of a Director or similar level position. May assign work to other clerical support staff and students.

#### **Example of Duties and Responsibilities:**

*Duties and Responsibilities may include, but are not limited to, the following:*

- Maintains a wide range of data related to program and student files, demographics, attendance, and registration records or other according to department specialization. Receives, verifies, enters data into required programs or formats. Retrieves data from files and/or records for the purpose of generating a variety of required reports and developing statistical information.
- Maintains and verifies program and student data files, and assures that all necessary documents have been obtained. Receives new data and/or revisions, enters data, routes updated information to appropriate staff or departments. Generates periodic reports.
- Reviews program information to study trends and outcomes.
- Responds to calls and personal inquiries regarding questions and problems with usage of common to advanced personal computer software and input and output of information to and from computer hardware. Examples of software include, but are not limited to word processing, spreadsheets, relational databases, and query tools.
- Reads bulletins and attends training to keep current on changes in regulations and procedures; and attends state meetings to keep current with regulations.

- Generates and maintains reports required by governmental agencies and other funders and service providers.
- On one-to-one basis, instructs and illustrates the use of relational databases to enter, extract, and review information, and produce reports.
- Coordinates and facilitates a support group for district data managers.
- Works with technology staff to develop and amend data entry screens in response to reporting changes and internal requirements.
- Prepares reports in connection with standardized tests, academic outcomes, attendance, etc.
- May create forms and templates for use in categorical programs.
- Performs other duties as required to accomplish the objectives of the position.

## **Employment Standards:**

### ***Knowledge of:***

- Thorough knowledge of data entry methods, procedures and equipment including complex data base programs, relational data base programs, word processing and related applications.
- Thorough knowledge of computerized spreadsheet programs.
- In-depth knowledge of categorical program reporting requirements.
- Complete understanding of policies, procedures, and schedules governing program and student data, state & federal requirements, and other categorical program compliance requirements.
- Working knowledge of budget development and monitoring techniques and standard accounting practices for audit controls.
- Working knowledge of statistical methods sufficient to analyze variance and trends and make inferences.
- In-depth knowledge of writing data queries.
- Math skills sufficient to compute sums, quotients, fractions, percents, and ratios.
- Sufficient command of English usage, spelling, grammar, and punctuation to prepare professional correspondence and standardized reports.
- Sufficient human relations skill to communicate technical concepts to others and convey a positive, service-oriented image of the department.
- Knowledge of safe work practices.

### ***Ability to:***

- Perform all of the relevant duties of the position with only general supervision.
- Extract, organize, prepare and analyze data for submission. Must be able to maintain and update program and student schedules, master schedules and reporting schedules. Requires the ability to assess programs and procedures and initiate modifications. Must be able to compile and maintain accurate and complete records and reports.
- Operate a personal computer terminal, printers, complex spreadsheets, and specialized relational database software.
- Keyboard to perform data entry onto pre-formatted screens and to compose correspondence
- Apply sufficient analytical skills to conduct information searches and to prepare custom studies of enrollment, attendance, grades, and other student performance data.
- Analyze complex technical problems and to develop and apply appropriate solutions.
- Read, understand and apply information from state, federal, Ed Code, and local laws and regulations.

- Write correspondence in a professional manner.
- Maintain confidential and sensitive information.
- Prioritize work in order to meet deadlines and maintain schedules.
- Work effectively as part of a team devoted to customer service.

### ***Computer Skills:***

- Basic desktop publishing including the ability to open, save, and print an existing desktop publishing document and make simple word processing changes.
- Intermediate Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Intermediate email skills, including the ability to send and open a file attachment.
- Internet usage, including the ability to access and navigate SCOE's home page and use appropriate and professional conduct.
- Advanced Database skills, such as the ability to sort and retrieve records; create layouts and reports; create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records; and work with relational databases to create reports and lists.
- Highly advanced spread sheet skills, including the ability to insert formulas and mathematical calculations and work with functions; create workbooks and use multiple worksheets; format and print worksheets; sort lists; and create graphs and charts.

### **Education and Experience:**

*Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### ***Education:***

- High School diploma or equivalent and one year of business school or similar formal training in data processing and electronic record keeping.

#### ***Experience:***

- The position requires two years of experience in a clerical, reception, accounting clerical, or customer service setting, preferably in a school or personnel environment.

#### ***Physical Abilities:***

*The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of lightweight materials (under 20 pounds).
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.

#### ***Work environment:***

- Work is performed in an office environment with minimal exposure to health and safety considerations.

***Other Requirements:***

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

***Other:***

- Revised: December 2011
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission