

## DATA SPECIALIST

### DEFINITION

Under direction, provides support to a variety of data programs within the San Mateo County Office of Education (Office); acts as a liaison and technical resource concerning assigned data sets and systems; prepares and maintains a variety of manual and automated records, reports, and files; collects, inputs, and analyzes the output of data for accuracy and integrity; assists departments, districts, schools, and educational partners with data, data systems, reporting, and compliance; trains users on assigned data sets; and performs related duties as assigned.

### SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

### CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing technical duties in support of student and program data collection, reporting, and compliance. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Provides a variety of data management and quality assurance functions; ensures smooth and efficient student service data collection processes and oversees program/division data reporting; assists in ensuring proper registration, enrollment, attendance accounting and assessment data reporting of students served by Educational Services Division programs.
- Reviews and audits data, records, reports, and files to ensure accuracy, completeness, and compliance with established requirements; makes corrections and notifies staff of corrections as needed; and ensures timely reporting.
- Participates in the preparation and maintenance of various records, reports and files related to students, attendance, enrollment, demographics, grades, student assessments, credits, programs, and assigned activities; verifies accuracy and completeness of records and reports.
- Serves as the liaison for assigned data systems and coordinates with Office staff and service providers on matters involving attendance, student registration, and other student datasets and information between the County Office, schools, staff, faculty, administrators, outside agencies, and others; resolves related issues, conflicts, and discrepancies in a proper and timely manner.
- Trains and provides guidance to assigned local education agency personnel on data systems, their functionality, and Department of Education reporting requirements; serves as a technical resource and subject matter expert concerning data systems and assigned functions; provides technical information concerning compliance, updates, issues, and procedures.
- Prepares and maintains a variety of matrices, charts, and reports; oversees the maintenance of

attendance files, related registrar functions, or other assigned student datasets in preparation of annual audits and/or compliance reporting.

- Conducts training activities for designated internal staff and service providers concerning assigned data system functions; prepares and delivers oral presentations; explains related systems, records, reports, standards, guidelines, practices, procedures, and techniques; develops, maintains, and distributes training materials and maintains a resource reference library for users.
- Provides a variety of administrative support services; maintains and supports database services by adding, removing, and/or editing users; ensures appropriate certification for potential users; and creates access rights to users and user groups.
- Confers and collaborates with technology personnel concerning computer system, software, reporting, maintenance, and query needs and issues; works with staff to resolve issues and malfunctions related to computer systems and software use.
- Compiles, composes, and distributes a variety of correspondence such as letters, announcements, calendars, newsletters, forms, certificates, handbooks, agenda items, website updates, advertisements, and other materials.
- Attends and participates in various meetings and in-services as assigned; presents information and materials related to assigned program, students, registration, enrollment, and other assigned activities; provides recommendations to administrators concerning methods and strategies for enhancing student service processes; stays abreast of Department of Education reporting requirements, regulations, and processes.
- Observes and complies with all Office and mandated safety rules, regulations, and protocols.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to an associate degree from an accredited college with major coursework in education, statistics, computer science, or a closely related field; and
- Three (3) years of increasingly responsible experience in student recordkeeping, data systems, enrollment, registration, attendance, or a closely related field.

### **Licenses and Certifications:**

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

### **Knowledge of:**

- Policies, procedures, and requirements of student data collection and reporting from the California Department of Education.
- Educational Services Division or other department's services, standards, requirements, and procedures.
- Uses and operations of data base applications.
- Data control procedures and data entry operations.
- Methods of collecting and organizing data and information.
- Techniques and methods of writing and maintaining user and technical operating instructions and documentation.
- Registration and student enrollment procedures and requirements.
- Record-keeping and report preparation techniques.

- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

**Ability to:**

- Understand, and resolve data issues, conflicts, and discrepancies in an accurate and timely manner.
- Plan and facilitate training with multiple partners across agencies within a collaborative structure.
- Implement and maintain multiple database system applications.
- Prepare clear and concise program documentation, user procedures, reports of work performed, and other written materials.
- Develop and maintain technical operating instructions and documentation.
- Perform analyses of database requirements and needs; identify, evaluate, and solve data integrity problems and ensure accurate reporting.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and Office in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Use tact, initiative, prudence, and judgment within general policy and procedural guidelines.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

**ENVIRONMENTAL CONDITIONS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.