



Fremont Unified School District

Classified Job Description

Data Specialist

Definition

The Data Specialist reports to the Data Administrator and is a crucial part of the Information Technology Department's Data Division. This position compiles, sorts, analyzes, exports, imports, and verifies staff and student related data in preparation for State and Federal Government reporting, maintains records and logs, analyzes and compares data sets, and fulfills requests for data from staff and others.

Essential Duties and Responsibilities

Depending on the assignment, duties may include but are not limited to the following:

- Provide an example of leadership and excellent customer service.
- Assist in the creation, management, and maintenance of Access, SQL, financial, payroll, and other related databases.
- Runs reports and processes against databases and systems.
- Works closely with others in the Data Division, Information Technology Department, and other departments and schools in the District.
- Provide Tier II, Tier III (and Tier I as needed) support of desktops and software.
- Fulfills requests for data from staff and others.
- Assists with training staff on proper and efficient use of systems and data entry.
- Performs extracting, importing, and exporting of data in various database applications.
- Assists in implementation, testing, integration, and validation of data and software systems.
- Audits data, processes, and procedures on a regular basis to ensure data integrity and quality.
- Performs data reconciliations to identify and correct anomalies.
- Assists in preparation of data reports, training materials, business presentations, publications, and other materials.
- Assist in maintenance, backup, and security of data.
- Assist in research and evaluation of new related products and software.
- Communicate with other staff members on a regular basis in a clear and concise manner.
- Work with vendors in order to build data connectors to automate data import/export to and from various systems.
- Perform other duties as assigned.

Qualifications

Successful Experience in:

- Proper operation, use, and application of a variety of computer hardware and related peripherals.
- Principles of computer technology, hardware operating systems, server technology, database software, networks, and other related technologies.
- Principles of computer, server, and database software technologies, including word processing, spreadsheet, database, graphics, desktop publishing, and other related software.
- Basic computer and peripheral maintenance methods, backup procedures, and data storage.

Ability to:

- Calculate figures and amounts such as grade point average, percentages, discounts, interest, etc.
- Read, analyze, interpret, and implement technical manuals, procedures, government regulations, state reporting requirements, correspondence, and other related materials.
- Solve problems by analyzing processes and procedures.

- Be team oriented, responsible, dependable, and possess a positive outlook. Must be energetic and thrive in a fast paced, multi-priority environment.
- Ability to perform multiple, technical, highly complex tasks with need to regularly upgrade skills to meet dynamic job conditions.

Education: Associate’s degree in Computer Information Technology or equivalent, augmented by vocational or technical training classes.

Experience: Two years of work experience and/or college level courses, which would provide expertise in the aforementioned areas is desired.

Licenses and certificates

Possession of a valid California driver’s license with no restrictions, which would preclude driving on the job, is a continuous requirement.

US Proof of Residency

Working Environment

The usual and customary methods of performing the job’s functions require the following physical demands: some lifting 30 - 40 lbs., carrying, pushing, and/or pulling some stooping, kneeling, crouching, and significant fine finger dexterity.

Required Testing Pre-Employment Proficiency Test may be required.

Clearances Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

N: 05/14

Salary Range

CSEA 29

(Note: Formerly *Systems Application Specialist*)

Job descriptions are intended to present a descriptive list of the range of duties performed by employees in the position and are not intended to reflect all duties performed with the job.

The Fremont Unified School District is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.

For the complete FUSD Board Policy 4030 Nondiscrimination in Employment visit the FUSD website: <http://www.fremont.k12.ca.us/domain/19>.