

DATA SERVICES TECHNICIAN

DEFINITION

Under general supervision, provide data processing, database management and report-generation; perform data verification and technical support to register students, record and report student attendance, record teacher payroll and prepare and submit required reports for the State Accountability Program; respond to requests from staff and management for specialized reports; and perform related work as assigned.

CLASS CHARACTERISTICS

This is a technical, specialist class which uses on-line personal computer/server systems and related peripheral equipment with multiple software packages to enter data and produce reports that specifically relate to payroll for instructional staff, student attendance tracking and data that supports state funding. Work is done independently and successful performance requires accuracy, attention to detail and the ability to meet critical deadlines in a production setting.

EXAMPLES OF DUTIES

Maintains various databases, ensuring continuing validity of data.

At the beginning of each quarter or registration period, establishes current course databases by entering and updating course information.

Prints teacher time and student attendance sheets for each course on a weekly basis and provides for their appropriate distribution.

Enters student registration, demographics and attendance information into linked database software so that varied reports may be generated.

Audits source documents and output reports for completeness and accuracy; makes corrections following established guidelines, or refers documents back to the originator for corrections, if necessary.

Verifies teacher pay rates and benefit status based upon hourly contracts; maintains teacher benefit, sick leave and tenure records.

Uses scanning technology and manual data entry to enter the majority of the correct source document data; prepares reports and backs up data on a scheduled basis.

Generates and prints attendance and payroll reports for the District office on a monthly basis.

Verifies, edits and scans student pre-test and post-test performance; prepares and submits reports as required by the State Accountability Program.

Provides information for the State Auditors, particularly in relation to student average daily attendance figures.

Organizes, maintains and purges hard-copy source document files.

Schedules and prioritizes work to be processed through the system.

Creates and integrates report forms to comport with those required by the District and the state.

Troubleshoots system problems, determines if they are hardware- or software-related; corrects or confers with MIS staff regarding problem solutions.

Provides information and assistance to staff; instructs in use of attendance system, based on users level of access.

QUALIFICATIONS

Knowledge of:

Technical procedures and operations related to District and State accountability, including payroll support and attendance requirements.

Formats equipment and procedures for entering various types of source data.

Principles, operating procedures and troubleshooting techniques of computer hardware, software and peripheral equipment utilized by the District.

Practices of database management.

Techniques for explaining technical concepts to non-technical users.

Basic elements of programming and documentation.

Skill in:

Operating, troubleshooting and resolving problems on computer hardware and software of a type utilized by the District.

Operating, troubleshooting and resolving problems on peripheral equipment such as Scantron readers, scanners and printers.

Learning and effectively applying the policies, procedures and practices associated with School District information system technologies.

Effectively communicating both orally and in writing.

Interpreting and explaining technical concepts to non-technical users.

Analyzing situations accurately and taking effective action.

Organizing own work, setting priorities and meeting critical time deadlines.

Establishing and maintaining cooperative working relationships with those contacted in the course of work.

Education:

Equivalent to completion of high school with the addition of several related post-secondary courses related to PC application, computer science and/or information technology.

Experience:

One year of experience performing data entry, database management and/or report generation. Additional experience as described above may be substituted for the required education on a year-for-year basis. Experience with payroll or in a school setting is desirable.

Physical Demands:

Must possess mobility to work in a standard office setting, and use standard office equipment, including a computer; stamina to maintain attention to detail for extended periods of time; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

N: 2/86R: 2/97

R: 02/03