

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: DATA TECHNICIAN II**

### **RANGE: 16**

### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of complex and technical duties involved in the collection, evaluation, manipulation and reporting of student attendance, testing and other data; utilize a computer to input data, create queries, generate links to data and produce a variety of computerized records and reports.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of complex and technical duties involved in the collection, evaluation, manipulation and reporting of student attendance, intake/release data, testing and other information; verify and assure accuracy, completeness and integrity of computerized data and reports; assure mandated and other reports are completed according to established timelines.

Utilize a computer and assigned student information database or other assigned databases to input data, create queries, generate links to data and produce a variety of mandated and requested computerized lists, records and reports; update information and maintain a variety of automated records and files; assure accountability for a variety of assigned information.

Collect, interpret and prepare materials and data for reporting purposes in person, on the telephone or electronically; update and manipulate data as needed; develop, format and maintain spreadsheets and a variety of specialized forms, manuals and reports as assigned.

Provide testing materials, attendance sheets, active student rosters or other materials to teachers or other site staff as assigned; assure materials are prepared and distributed in a timely manner.

Prepare reports for distribution; submit reports to appropriate agency or personnel according to established time lines.

Receive, proofread and input student applications and enrollment forms from various sites; receive and process exit forms; conduct follow-up activities on students who have exited the program; maintain related information in various databases; report need for additional follow-up; prepare related reports.

Prepare a list of students eligible for awards and certificates according to established requirements, procedures and guidelines and submit to appropriate personnel for processing.

Communicate with County Office personnel and various outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns.

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

Monitor inventory levels of office, computer and designated County Office supplies; order, receive and maintain appropriate levels of inventory as required.

Attend and participate in a variety of meetings as assigned; assist with arranging and preparing materials for meetings and other events as directed; take, transcribe and distribute minutes as directed; present materials and information related to assigned reports as required.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Principles, methods and procedures of operating computers and peripheral equipment.

Data control procedures and data entry operations.

Principles and practices of data processing and evaluation.

Record-keeping and report preparation techniques.

Policies and objectives of assigned programs and activities.

Methods of collecting and organizing data and information.

Scheduling requirements for mandated reports.

Technical aspects of field of specialty.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Record retrieval and storage systems.

Mathematic calculations.

**ABILITY TO:**

Perform a variety of complex and technical duties involved in the collection, evaluation, manipulation and reporting of student attendance, testing and other data required.

Utilize a computer to input data, create queries, generate links to data and produce a variety of mandated and requested computerized records and reports.

Operate computers and peripheral equipment properly and efficiently.

Review and verify input and output data to assure accuracy and efficiency.

Assemble and prepare data for records and reports.

Compile data in a timely and efficient manner and prepare reports.

Establish and maintain files and records.

Compile, organize, evaluate and present statistical and technical data.

Develop and prepare processing schedules for computer operations.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Work independently with little direction.

Communicate effectively both orally and in writing.

Determine appropriate action within clearly defined guidelines.  
Add, subtract, multiply and divide with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years experience involving data processing, reporting and computer operations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to view a computer monitor and read a variety of materials.  
Hearing and speaking to exchange information.  
Sitting or standing for extended periods of time.  
Bending the waist, kneeling or crouching to file and retrieve materials.