



**Orange County Department of Education
Human Resources Department
Classified Class Specification**

**Class Code: 3045
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt
Union Representation: Represented**

Program Data Technician

GENERAL PURPOSE

Under general supervision, performs a wide variety of difficult and technical duties in auditing, verifying, and ensuring the accuracy of program and/or student record data; generates a variety of reports for use by Orange County Department of Education (OCDE) and various other stakeholders (i.e., state and federal agencies, grantors, OCDE staff, etc.); export and/or imports data to other formats for detailed analysis and specialized reporting; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Program Data Technicians are responsible for independently performing a wide variety of difficult and responsible records management duties involving the audit, verification, and updating of program and/or student records data and the generation of a variety of standard to complex reports. May be responsible for performing a wide variety of difficult and highly responsible clerical and office support functions in a busy office environment. Incumbents may provide administrative support to a principal or site liaison and school site staff and coordinate and organize school office workflow. Work requires a detailed understanding of the operations and functions of OCDE's student information system or other applicable systems and the ability to identify and resolve data errors and problems based on knowledge gained through experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Perform a variety of data management and reporting assignments related to program or student data; review, verify, audit, and log information and documentation to ensure accuracy and completeness; export/import various data from and into multiple program and/or school data systems to identify inaccurate codes, mismatches, and other missing or erroneous data; follow up with appropriate parties to obtain missing or corrected data; generate a variety of detailed reports; and reconcile data differences, identify reasons for differences, and/or make manual adjustments.
2. Create extract files and provide validated files to the appropriate parties; input and import data; research, analyze, and resolve problems and ensure consistency of records between OCDE and other agencies, school districts, and other related organizations.
3. Maintain current and accurate databases related to program or student data; maintain soft/digital copy records of all data and reports; generate required reports for OCDE and school district use and reporting to the state and others; and research and responds to inquiries from leadership and others.

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4. Train others on the uses and operations of applicable systems and program databases including training on procedures for scanning documents and inputting data; how to use queries to audit, verify, and correct data; and how to access web-based data system information.
 5. Maintain centralized files of records, surveys, and/or program data; and receive and respond to data requests for various specialized programs.
 6. Regularly interacts with administrators and staff, OCDE officials, district representatives, outside agency representatives, parents, vendors, and/or the public.
 7. Maintain records of participants in specialized programs; receive and audit data to ensure complete and accurate information and that participant requirements have been met; input data in applicable databases; and generate summary and statistical reports and update databases.
 8. Create scannable documents and design surveys using specialized software, including the use of graphics and creating document layouts.
 9. Create specialized databases, linked spreadsheets, and forms for use by other staff.

OTHER DUTIES

1. Attend a variety of meetings, training sessions, and workshops.
2. Perform special projects as assigned.
3. Perform administrative support functions as assigned.
4. Positions located at school sites provide administrative support to a principal and site staff; plan, coordinate, and organize school office workflow; and serve as liaison between sites and other agencies

QUALIFICATIONS

Knowledge of:

1. OCDE and state regulations, rules, policies, and procedures applicable to the maintenance of records, logs, and the reporting of student attendance and other data.
2. Functions, operations, and data input/output procedures of information systems, including methods for creating system queries for a variety of purposes.
3. Office administrative practices and procedures, including recordkeeping practices and procedures.
4. Principles and practices of sound business communication; and correct English usage, including spelling, grammar, and punctuation.
5. Advanced uses of database, spreadsheet, word processing and other software to import and export data elements and create reports, documents, and materials requiring the interpretation and manipulation of data.
6. Basic research techniques, methods, and procedures.

Ability and Skill to:

1. Perform advanced functions in utilizing information systems to audit, validate, correct, and ensure detailed accuracy of all types of data and generate a wide variety of required reports, documents, and data imports and exports.

2. Operate a computer using word processing, spreadsheet, and database software, and other standard office equipment.
3. Manage multiple and rapidly changing priorities to meet the needs and expectations of a variety of internal and external customers, often on short notice.
4. Organize, set priorities, take initiative, and exercise sound independent judgment within areas of responsibility.
5. Interpret, apply, explain, and reach sound decisions in accordance with regulations, policies, and procedures.
6. Maintain complete and extensive records and specialized data files.
7. Prepare clear and concise correspondence, reports, and other written materials.
8. Gather, collate, and/or classify data and develop and present training materials.
9. Communicate clearly and effectively, orally and in writing understand and follow written and oral instructions.
10. Maintain highly sensitive and confidential information and deal with sensitive and difficult situations.
11. Establish and maintain highly effective working relationships with site administrators, staff, teachers, parents, students, other school districts, other governmental agencies, and others encountered in the course of work.
12. Must demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is graduation from high school or a high school equivalency test three (3) years of experience; two (2) of which involved records/data maintenance; or a combination of training and experience.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

Physical Demands

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and

meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee works under typical office conditions, and the noise level is usually quiet.