



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

**Class Code: 5052  
Date Adopted: 7/1/2024**

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

---

**Senior Program Data Technician**

**GENERAL PURPOSE**

Under general supervision, performs a wide variety of difficult and technical duties in auditing, verifying and ensuring accuracy of student record and program data; generates a variety of reports for use by OCDE and reporting to various stakeholders (i.e. state and federal agencies, grantors, OCDE Staff, etc.); exports data to other formats for detailed analysis and specialized reporting; interacts with administrators, students, parents, representatives of other public agencies, and others; provides guidance to Program Data Technicians; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

The Senior Program Data Technicians are responsible for independently performing a wide variety of specialized and difficult duties involving the audit, verification, and updating of student record and program data and the generation of a variety of standard to complex reports ensuring that all preparation, administration, auditing, and maintenance functions are carried out in an accurate, timely manner in accordance with all applicable legal requirements. Incumbents serve as a lead and/or major resource to others in completion of their day-to-day duties and responsibilities as well as special project assignments. Incumbents work closely with staff in the resolution of student and program information problems. Work requires a detailed understanding of the operations and functions of OCDE's student information system and/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. Receive and log requests for data from schools/programs; locate student records in systems and research student enrollment history and academic records to obtain data on academic credits; when necessary, request data from other school districts and pull archived records and data to resolve incomplete or incorrect data; verify the completeness and accuracy of all data and print transcripts/reports as requested; and pull and assemble student records required in response to data requests.
2. Export various educational data from multiple data systems for schools/programs to identify inaccurate codes, mismatches and other missing or erroneous data; follow up with school sites or programs to obtain missing or corrected data; generate summary reports and reports by grade, funding source, school and other variables; reconcile data differences, identify reasons for differences and/or makes manual adjustments; and print and distribute final reports.

3. Maintain centralized files of student record folders and surveys; audit student folders to ensure complete and accurate information; and receive and respond to data requests for various specialized program.
4. Train school site and other personnel on the uses and operations of OCDE's student information system and other applicable systems and program databases; provide instruction on procedures for scanning documents, inputting data into each system, including demographic, attendance, enrollment history, transcript, tests, and discipline data; provide training on how to use queries to audit, verify and correct student data; and provide training on how to access web-based data system information.
5. Create extract files of newly enrolled students; send validated files to the state; receive student identifiers and import into student information system records; analyze and resolve problems with student identification numbers, including duplicate numbers and concurrent enrollment anomalies according to established procedures; ensures consistency between OCDE and state records.
6. Create specialized databases, linked spreadsheets, and forms for use by other unit staff; and create course numbers and adds them to customized databases.
7. Look up and verify school attendance information; enter data provided in custom database; and mail and file copies.
8. Certify the submission of student data uploaded from the student information system to the state student data system; maintain dates and milestones associated to submission periods; obtain approval of special education student data from the Special Education Local Plan Area representative; and run error reports, analyze data, and provide technical support to the special education staff on identifying, analyzing, and resolving problems with their data.
9. Lead a variety of meetings, training sessions and seminars as required.
10. Assist in the upgrade, enhancement, and testing of the system software.

#### **OTHER DUTIES**

1. Translate transcripts received from schools in other countries.
2. Verify and review student data and transcripts to verify academic requirements for graduation have been; maintain lists of approved, re-ordered and pending diploma requests; and print, copy and mail diplomas to applicable sites.
3. Attend a variety of meetings, training sessions and workshops.
4. Perform a variety of other data management and reporting assignments.
5. Perform special projects as assigned.
6. Perform administrative support functions as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. OCDE and state regulations, rules, policies and procedures applicable to the maintenance of student records and the reporting of student attendance and other data.

- 
2. Functions, operations and data input/output procedures of OCDE's student 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 word processing, spreadsheet, database, and other software to import/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 OCDE's student information systems to audit, validate, correct and ensure detailed accuracy of all types of student data and generate a wide variety of required reports, documents, and data imports/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. Organize, research, and maintain complete and extensive student records and specialized data files.
7. Communicate clearly and effectively, orally and in writing.
8. Understand and follow written and oral instructions.
9. Maintain highly sensitive and confidential information.
10. 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 high school equivalency test and three (3) years of office administrative experience, at least two (2) of which involved the maintenance of student records utilizing a computerized student information system or an equivalent 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 the essential functions. The employee works under typical office conditions, and the noise level is usually quiet.