



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

**Class Code: 3045
Date Adopted: July 1, 2008
Date Revised: 3/24/10, 7/09/10, 5/04/16**

**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 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 may independently perform a wide variety of difficult and highly responsible clerical and operational support activities in a school office, including preparation and maintenance of student records, reports, and forms; maintain logs and documentation; provide administrative support to a principal and site staff and organize and coordinate school office work flow; 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 student record and program 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 school office environment. Incumbents may provide administrative support to a principal or site liaison and school site staff and coordinate and organize school office work flow. 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

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Receives and logs requests for data from schools/programs; locates student records in systems and researches student enrollment history and academic records to obtain data on academic credits; when necessary, requests data from other school districts and pulls archived records and data to resolve incomplete or incorrect data; verifies the completeness and accuracy of all data and prints transcripts/reports as requested; pulls and assembles student records required in response to data requests.
2. Exports various educational data from multiple data systems for schools/programs to identify inaccurate codes, mismatches, and other missing or erroneous data; follows up with school sites or programs to obtain missing or corrected data; generates summary reports and reports by grade, funding source, school, and other variables; reconciles data differences, identifies reasons for differences, and/or makes manual adjustments; prints and distributes final reports; maintains files of all reports and revisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

3. Trains school site and other personnel on the uses and operations of OCDE's student information system or other applicable systems such as SEIS, CASEMIS, and program databases; provides instruction on procedures for scanning documents, inputting data into each system, including demographic, attendance, enrollment history, transcript, tests, and discipline data; provides training on how to use queries to audit, verify, and correct student data; provides training on how to access web-based data system information.
4. Maintains centralized files of student record folders and surveys; receives and responds to data requests for various specialized programs.
5. Creates specialized databases, linked spreadsheets and forms for use by other unit staff; creates course numbers and adds them to customized databases.
6. Looks up and verifies school attendance information; enters data provided in custom database; mails and files copies.
7. Assists in performing minor maintenance on the student information system and other OCDE databases.

OTHER DUTIES

1. 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.
2. Translates transcripts received from schools in other countries.
3. Attends a variety of meetings, training sessions, and workshops.
4. Performs special projects as assigned.
5. Performs administrative support functions as assigned.
6. Creates extract files of newly enrolled students; sends validated files to the state; receives student identifiers and imports into student information system records; analyzes and resolves problems with student identification numbers, including duplicate numbers and concurrent enrollment anomalies according to established procedures; ensures consistency between OCDE and state records.
7. Receives and processes diploma orders for student graduations; verifies student data and reviews grad check and transcripts to verify academic requirements for graduation have been met; maintains lists of approved, re-ordered and pending requests; prints, copies and mails diplomas, to applicable sites.
8. Performs a variety of other data management and reporting assignments; researches and resolves student data when dual enrollments are identified in the student information system; generates student truancy reports as requested by the Probation Department; performs daily adds/drops of students entering/leaving juvenile detention facility schools; enters and processes corrections to student transcripts from prior years; inputs CELDT and CAHSEE score data received from other school districts; generates extract files of enrollment and staff/student characteristics data for reporting to meet state California Basic Education Data System (CBEDS) requirements; validates and certifies CBEDS data.

OTHER DUTIES (cont.)

9. Collects, reviews, researches, and resolves missing data and discrepancies and data enters student record information and changes in the Special Education Information System (SEIS) to ensure accurate accounting for all Special Education students and the services they receive; maintains current and accurate SEIS and California Special Education Information System (CASEMIS) databases; maintains hard copy records of all data and reports; generates required ADA and other reports for OCDE use and reporting to the state; researches and responds to inquiries from administrators, teachers, school psychologists, speech and language pathologists, and others.
10. Maintains records of participants in specialized programs; determines when clients meet program graduation requirements; receives and audits client folders to ensure complete and accurate information and that participant eligibility requirements have been met; inputs participant data in applicable databases; generates monthly summary and statistical reports on participants completing the program; updates databases when clients transition from penal institutions to parole status; tracks client progress, including movement into employment; creates picture ID cards for eligible clients.
11. Creates scan able documents using specialized software, including the use of graphics and creating document layouts for surveys and assessments; creates pre-identification files and ensures data integrity by assigning new unique student identifiers; coordinates creation of individual survey packets for program staff.

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; 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 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.

Ability to: (cont.)

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 years of increasingly responsible office administrative experience, at least two of which involved the maintenance of student records utilizing a computerized student information system similar to that used by OCDE; or an equivalent combination of training and experience. Completion of coursework on database, spreadsheet, and other software applications is highly desirable.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this job, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and difficult office administrative problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with site administrators, staff, teachers, parents, students, other school districts, other governmental agencies, and others 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.