

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: DATA SERVICES SPECIALIST

BASIC FUNCTION:

Under the direction of the Assistant Superintendent-Educational Services or designee, coordinate and process categorical data in compliance with District and State requirements; compile reports for State categorical program monitoring; perform system support activities for the student information systems, online assessment reporting systems, and the Web.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate and process categorical data in compliance with District and State requirements; ensure proper data entry of data for multiple programs; compile and account for complex reports for submission to the County Office and the State of California; collect data, analyze and design various reports using assigned software; work with other District personnel and reconcile inconsistencies and discrepancies; apply District, State and County codes, policies and regulations related to categorical compliance.

Compile reports for State and Federal categorical program monitoring; coordinate with finance administrators to compile required data; extract data from the student information systems as required and upload to appropriate system; ensure District data compliance with related activities.

Perform system support activities for the Web and database programs; support and provide direction to others on proper data entry into the student information systems; assist staff with compiling and preparing complex reports; control system access and user accounts, assign permissions, change passwords, perform pre-ID extracts and perform related system activities; serve as liaison related to system operations; identify and correct software, database and report problems; open and respond to help desk tickets.

Utilize the geographic information systems software to create digital maps; utilize location intelligence technology to assist management with data-driven decisions related to enrollment, boundaries, staffing, school openings/closings and other planning activities.

Operate a variety of standard office equipment including a printer, copier, calculator, scanner, fax machine, phone, computer and assigned software; drive a vehicle to various sites to conduct work.

Attend meetings, workshops and seminars as directed to provide input, maintain skills, and maintain current knowledge of technological advances in the field.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Installation, maintenance and operation of assigned database systems.
Applicable laws, codes, rules and regulations related to student data and assigned activities.
Server and relational databases and query skills.
Web browsers.
Data collection and analysis.
Federal and State reporting guidelines.
District policies and procedures related to assigned activities.
Basic programming concepts.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Record-keeping techniques.
Technical aspects of field of specialty.

ABILITY TO:

Coordinate and process categorical data in compliance with District and State requirements.
Compile reports for State and Federal categorical program monitoring;
Provide user support and training to District staff and users of the student information systems.
Troubleshoot and resolve system malfunctions, bugs or other errors.
Create, maintain and update object reports.
Maintain data integrity and prepare backup data files.
Understand and follow oral and written instructions.
Determine appropriate action within clearly defined guidelines.
Communicate effectively both orally and in writing.
Work effectively and cooperatively with others.
Prepare and maintain records and reports.
Meet schedules and timelines.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent supplemented by college level course work in information technology or related field and three years of increasingly responsible experience in student information system or other database operations.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.
Driving a vehicle to conduct work.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.

Sitting for extended periods of time.
Ability to see to view a computer monitor.

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