

SANTA CLARA COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: ADMINISTRATIVE DATA TECHNICIAN - SENIOR

BASIC FUNCTION:

Under the supervision of the Coordinator or Manager, performs varied and responsible data collection and management for a variety of special projects; prepares and maintains a variety of fiscal and grant reports related to program; works collaboratively with accounting to submit fiscal reports; takes the lead on data collection projects and works alongside the grant or program evaluator to assure programmatic data measures are collected and met; presents data, used by the County Office and school districts, in a timely and accurate manner; supports data analysis and data driven decision-making, which includes, but is not limited to generating reports and files, and providing technical assistance and training, as needed.

DISTINGUISHING CHARACTERISTICS:

This class is designed to prepare employees for promotional opportunities into higher levels of employment. The incumbent is expected to demonstrate a high degree of competence, initiative, organization skills and the ability to make independent decisions. The incumbent must possess a comprehensive understanding of relevant programmatic components and requirements, data management, budget processes and is expected to make program and fiscal recommendations for program improvement based on data acquired.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

ESSENTIAL DUTIES:

Performs varied and responsible qualitative and quantitative data collection, consolidation, auditing, reconciliation; research, analysis, coding, and maintenance in support of departmental programs and initiatives; assists in the development and maintenance of data reporting systems.

Establishes and maintains documentation, records, files, filing systems, and logs relating to data management and assigned functions.

Prepares, composes, and develops reports, graphs, charts, and correspondence relating to assigned duties; completes required or requested reports; ensures data collection and reporting procedures meet mandated regulations; ensures accuracy of the reports.

Assists with monitoring department grant reporting requirements by collecting required data and reports.

Monitors data entry; identifies and advises the responsible program administrator(s) of data discrepancies or compliance issues; and recommends procedures to correct deficiencies and ensure accuracy of data collection and inputting.

Assists in the development and review of training materials relevant to assigned area of data collection and maintenance.

Provides technical support to Santa Clara County Office of Education staff, and schools and districts supported by the Safe and Healthy Schools Department by collecting and processing data, effectively using student systems and databases to maintain and understand the data and data trends, and providing information from the data collected.

Acts as a liaison between the County Office of Education, California Department of Education, school districts and school sites, and regulatory agencies, and vendors, and serves as a resource to the responsible program administrator(s), program staff, and stakeholders.

Researches, prepares, compiles, and maintains a variety of narrative, qualitative, and quantitative records and reports; identifies and resolves any discrepancies in data collection and maintenance and report preparation; collects, synthesizes, and analyzes data in qualitative and quantitative formats; makes recommendations for program improvement based on analysis; assures reports are completed and submitted to appropriate agency according to established time lines.

Performs complex and difficult special projects and prepares various forms and reports on behalf of the assigned Coordinator/Manager; attends to administrative details on special matters as assigned.

Performs analysis of budget encumbrances and available fund information, ensuring availability of funds for payables/disbursements and reporting problems to Coordinator/Manager.

Analyzes, reviews, reconciles, and/or distributes monthly financial and general ledger reports to the program accountant; ensures proper recording and reconciliation of internal and external records; completes year-end activities, and/or grant fiscal reports to external funders.

Monitors, analyzes, and/or reviews financial summaries and detailed reports, including internal/external reports, mandated reports, program budgets, documents, studies, and/or records for accuracy, proper account and charges, coding, and compliance; implements corrections and fund transfers, resolves discrepancies as necessary, and/or processing documents for input into automated systems.

Develops, prepares, reviews, and/or corrects a wide variety of routine and specialized Federal, State, COE program budgets reports, and/or school district financial reports on a regular, monthly, interim, and/or annual basis.

Performs responsible administrative functions in support of the assigned responsibilities and the Department, which may include, but is not limited to, assistance with budgeting, and managing departmental financial accounts, maintaining inventory, scheduling and preparing materials for meetings, presentations, and trainings, confirming and scheduling meetings and appointments, and attending meetings and taking notes, as needed.

Provides highly responsive customer service by explaining department procedures and policies to school district representatives and the general public; communicates with personnel and various outside agencies to exchange information and resolve issues or concerns; refers callers to the appropriate staff member; responds to administrative, program, and other related inquiries in accordance with assigned functions.

Effectively uses word processing, database, and spreadsheet software application programs and information and data management systems, specific to student programs; operates a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Attends, coordinates, facilitates and participates in meetings, conferences and trainings as assigned; conducts site visits, or travels for work, as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Department or program organization, operations, policies and objectives.

Policies and objectives of assigned programs and activities.

Terminology, practices and procedures of assigned office.

Record-keeping and filing techniques for qualitative and quantitative data.

Business correspondence and qualitative and quantitative report writing, editing, and proofreading.

Telephone techniques and etiquette.

Modern office practices, procedures and equipment.

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

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software, including a variety of data management software programs.

Oral and written communication skills.

Methods of collecting and organizing data and information.

Mathematic calculations, including budgeting techniques.

Basic statistics.

Data collection and measurement instruments related to student information programs.

Applicable state and federal laws, rules, and regulations.

Budget development, monitoring, and analysis and controls for educational programs and services, including grant development and administration.

ABILITY TO:

Perform a variety of budget development, analysis, monitoring, and expenditure work.

Work with large amounts of complex and varying data and data sets.

Gather, organize, code, and input quantitative and qualitative data efficiently and with accuracy.

Verify, audit, and reconcile data.

Extrapolate from large quantities of complex data to prepare a variety of quantitative or qualitative reports.

Recognize and report on important data trends and discrepancies in data.

Recommend improvements in data collection and management based on analysis of data.

Maintain a variety of records, logs and files.

Utilize a computer to input data, maintain automated records and generate reports.

Organize data in a meaningful and logical manner.

Perform varied and responsible administrative support duties as assigned.

Compose correspondence and written materials independently or from oral instructions.
 Assure smooth and efficient completion of tasks.
 Learn, apply and explain laws, codes, rules, regulations, policies and procedures relevant to the position.
 Type or input data at an acceptable rate of speed.
 Complete work with many interruptions.
 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.
 Add, subtract, multiply and divide with speed and accuracy.
 Operate standard office equipment including a desktop computer, copier, fax machine, printer, and other peripheral equipment related to telecommunications and network servers.
 Effectively use word processing, database, presentation, and spreadsheet software programs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate's degree in statistics, psychology, organizational development, or a related field and three years increasingly responsible experience in data collection and management. Experience with student information systems, or experience working with large quantities of complex and varied data is preferred. At least one year incumbency as a Data Administrative Technician or comparable directly related experience that provides the required knowledge, abilities and skills.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
 Constant interruptions.

PHYSICAL DEMANDS:

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

Approved by the Personnel Commission: October 14, 2020

Marisa Perry
 Director III – HR / Classified Personnel Services

Date: 10/14/2020