

## State and Federal Data Technician

### Definition

Under direction of an assigned administrator, the State and Federal Data Technician performs a variety of technical and analytical data integration functions as it relates to State CALPADS mandates and Federal data submission requirements; responsible for the development, implementation, submission, and evaluation of the District's data in the student information system as it relates to the California Longitudinal Pupil Achievement Data System (CALPADS); coordinates with Fiscal Services, Child Welfare and Attendance, Centralized Registration, Personnel Services, Educational Support Services, Child Nutrition, Special Education, school site administrators, and staff in the collection and input of the data requirements; provide support, guidance, and training to staff in the mandatory data input for state/federal accountability requirements, requiring independent judgment and discretion; performs essential job duties and responsibilities and other related duties as may be assigned.

### Essential Duties and Responsibilities

- Coordinates the use of demographics and test results fields in the student information system (SIS) to maintain high levels of data input/output efficiency and accessibility;
- Conducts training sessions individually and in groups regarding all aspects of CALPADS and its related data which involves Personnel Services staff, Educational Services staff, Fiscal Services staff, and school site administrators and staff;
- Be familiar with computer programming techniques;
- Operate a computer to input and extract data from automated information management, storage, and retrieval systems;
- Update departmental files on a computer terminal;
- Organize and prepare application software documentation, procedural documentation, and operation instructions;
- Reconcile data between student information system and CALPADS system;
- Make necessary corrections or refer data to those responsible for submission for correction;
- Provide details about data and data relationships to help prepare specifications for collecting, maintaining, and reporting information;
- Provide ongoing reports to staff that are involved in CALPADS;
- Use a variety of tools to monitor and evaluate data in the district's student systems;
- Perform complex and technical clerical work involving reviews and audits of a variety of materials requiring familiarity with policies, practices, and procedures;
- Responsible for all accurate and timely CSIS and CALPADS submissions; actively participate in the accuracy of data related to Census Day (CBEDS);
- Responsible for other data collection, input, and submission for Federal and State programs and requirements;

- Use technical knowledge and knowledge of district data resources to consult with school sites and other divisions to solve sophisticated data problems;
- Responsible for the creation, scheduling, and documentation of custom extracts and ad-hoc reports;
- Work independently without direct supervision;
- Maintain certified State reports;
- Communicate effectively with all levels of district personnel;
- Attend/conduct ongoing meetings with staff that are involved with CALPADS;
- Design and execute specialized complex queries using a variety of databases and software;
- Monitor the integrity of assessment databases;
- Perform other related duties as may be required.

### Qualifications

#### Required Qualifications

- Equivalent to graduation from high school and possession of the knowledge and abilities listed above.
- College level or technical training in data processing and computer programming highly desirable.

#### Training and Experience

- Three (3) or more years of extensive experience working with Aeries student information system and CALPADS databases supporting specific purpose applications and support services, and acting as a resource for problem identification and resolution concerning data issues;
- Three (3) or more years of increasing responsibility supporting a specific purpose applications environment in a school district is preferred.

#### Knowledge of

- Operation of district student information system database systems, CALPADS system, other Federal and State data systems, and other Microsoft applications;
- Basic logic and/or programming principles;
- Correct English usage, spelling, grammar and punctuation;
- Report preparation and formats;
- Technology related to electronic submission of data to the CDE, CSIS, and other organizations;
- Logical steps in computer operating systems and record management.

#### Ability to

- Audit and reconcile data of more than average difficulty;
- Set priorities and meet deadlines;
- Communicate effectively both orally and in writing;
- Analyze and interpret state reports and provide feedback on methods to correct errors;
- Compile complex statistical reports;

- Understand and carry out oral and written directions;
- Detect errors in printed output and troubleshoot query problems;
- Interpret an extensive variety of technical instructions;
- Develop and maintain effective working relationships with those contacted in the course of work;
- Ability to work under pressure, meet deadlines, and establish priorities;
- Learn and utilize new and current technologies.

This position will be full time, twelve months per year, and will be paid at Range 189 (\$5,541-\$6,733) of the Classified Salary Schedule.