

JOB TITLE: DATA PROCESSING CONTROL TECHNICIAN

BASIC FUNCTION

Under general supervision, to maintain student information system on the District's computer system, to perform a variety of technical data control functions and procedures to support and improve computer user operations; to prepare and input data into and extract reports from the District's computer system; to insure the integrity of information in the District's data base; to assist application users in resolving data processing hardware and software problems; to assist in the determination of data processing operational and application controls, guidelines and procedures; to perform assigned clerical duties and do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Assist District database system users in the resolution of data processing application problems, issues and concerns
- Review and evaluate input data and output reports to ensure adherence to operational and quality control procedures
- Create and extract reports from data system
- Serve as a liaison to system users and provide routine technical assistance in developing solutions to user-related problems and applications
- Correct or assist in the correction of routine errors within system reports and documents
- Performs regular system backup procedures and archives the backup data in a management and retrieval systems
- Maintain system security procedures
- Provide staff development and in-service training for system users
- Prepare and maintain operational and system guides, information bulletins and documentation manuals
- Work with service vendors to provide specialized software and hardware modifications
- Schedule operational time lines for system users
- Monitor submission of required reports and activities by system users
- Type from draft materials; compose routine letters, answer the office telephone, maintain files and records related to data processing operational procedures
- Perform assigned clerical tasks
- Participate in assigned committee activities
- May assist in the development of master schedules for secondary schools
- Assist in the scheduling of department support staff work orders

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate standard office machines and equipment
- Operate a microcomputer and computer terminal using related application software
- Keyboard at a net correct speed of 25 WPM

Knowledge of:

- Methods, procedures, and techniques pertaining to various aspects of data processing application operations
- Data processing documentation standards and data processing program language

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- Data base management operations and techniques
- Computer operating system design and theory appropriate to a resource sharing/time sharing system
- Data processing hardware, system software and service delivery methods, techniques and changes
- Principles of effective communication
- Modern office methods, procedures, and techniques
- Standard office machines and equipment

Ability to:

- Analyze and develop solutions for data and/or systems problems
- Read, understand, interpret and apply complex written computer instructions and information
- Apply knowledge of data processing systems to a wide variety of management and user service requests
- Communicate complex information effectively over the telephone
- Perform general clerical work with speed and accuracy
- Prepare clear and concise reports
- Communicate effectively in oral and written form
- Establish and maintain cooperative working relationships with system users, and other staff members
- Understand and carry out oral and written directions with minimal direction and supervision
- Establish and maintain positive and effective working relationships
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority

PHYSICAL DEMANDS

- Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds. If someone can do medium work, we determine that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

Three (3) years of experience in data processing operations, including background in data base systems, data and operational control, systems user support, a variety of program applications and general clerical experience.

Education:

Equivalent to the completion of High School, supplemented by extensive training in computer systems, data control, management information, programming, storage and retrieval systems, record management, and general office practices.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a valid California Motor Vehicle Operator's License

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier.