

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: DATA QUALITY TECHNICIAN – HUMAN RESOURCES/SPECIAL EDUCATION (RANGE 32)**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, the Data Quality Technician – Human Resources/Special Education will provide technical training relating to State and Federal Data Reporting. Provide support and assistance to site and District users regarding Human Resources/Special Education system operations and related data, applications, practices and procedures. Perform data extracts, analyze, troubleshoot and resolve anomalies as it relates to State and Federal Data Reporting.

#### **REPRESENTATIVE DUTIES:**

Access to retrieve reports from CALPADS. *E*

Understand, analyze, evaluate and validate CALPADS State Staff Reports. *E*

Update Student Information System – Staff related data. *E*

Make corrections utilizing the district's Student Information System (SIS) as it relates to Fatal and/or Certification error reports. *E*

Meet critical internal and State/Federal timelines for submission reporting. *E*

Assist with Human Resources/Special Education data-management related requests. *E*

Prepare and deliver oral presentations; explain principles, standards, guidelines, requirements, practices, procedures and techniques related to Human Resources/Special Education and State/Federal Data Reporting. *E*

Assist and monitor staff related data for Human Resources/Special Education State/Federal Data Reporting utilizing the district's local Student Information (SIS) and Human Resource/Special Education systems. *E*

Troubleshoot and resolve State/Federal Data Reporting anomalies. *E*

Coordinate the setup and maintenance of translation tables. *E*

Perform data extracts and imports for State/Federal Data Reporting processing. *E*

Coordinate and conduct training workshops for site and District end users. *E*

Perform all duties within the guidelines of District policies, regulations, and procedures. *E*

Notify management of potential problems before they occur and communicate solutions.

Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Understand the details of Human Resources.

Understanding CALPADS File Specifications for State/Federal Data Reporting requirements.

Understand the CALPADS Staff Reports.

Working knowledge of Data Submission Requirements for Staff data.

Riverside Unified School District student and administrative software systems.

K-12 public school operations and procedures.

Basic understanding of the State/Federal Data Reporting process and anomaly resolution.

Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.

Customer support techniques and procedures.

**ABILITY TO:**

Learn and adapt to changes in the technology industry.

Analyze user needs and develop effective technical solutions.

Communicate technical procedures and requirements to users.

Work independently with little direction.

Prioritize, set schedules, and meet timelines.

Learn and interpret District policies, procedures, and rules.

Maintain a professional customer service attitude.

Maintain effective working relationships with others.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Learn to use internal programs and tools.

**EDUCATION AND/OR EXPERIENCE:**

A minimum of two (2) years of college course work in a computer-related field of study, one (1) year experience providing computer applications support duties, or an equivalent combination of three (3) years of education and/or experience.

Experience with Windows-based word processing and spreadsheet software is required.

Experience working with data base software is desired.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Driver's License.

Must have access to a vehicle with valid automobile insurance.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment with some travel between District sites.

Drive a vehicle to conduct work.

May be required to use a personal vehicle.

May be required to use a District vehicle.

**PHYSICAL ABILITIES:**

Seeing to perform activities.

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a keyboard.

Sitting for extended periods of time.