

DATA COLLECTION AND ANALYSIS CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves the responsibility of data collection and analysis for accurate and timely reporting according to mandates and standards. The incumbent will operate software systems within the School District. Work is performed under the direct supervision of a higher level Information Technician and or Superintendent of Schools. Supervision may be exercised over a small number of other personnel. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Coordinates data collection, data error resolution to ensure accurate and timely Local, State and Federal data reporting;
Provides data analysis, data verification, data corrections;
Directs and assists in the direction of data analysis, evaluates data for integrity and problem solve issues, including data audits;
Provide data support as requested using various reporting tools;
Coordinated all efforts required by the New York State Education Department (NYSED), implementing statewide data warehouse and federal and state reporting requirements;
Assumes and manages the data warehouse system administration for the District using various systems;
Monitors compliance regarding data standards and maintenance of records;
Secures certification of data by the Superintendent in accordance with NYSED certification schedule;
Supports the interface of Student Management Systems to other various applications;
Assists district in meeting data reporting requirements;
Develop and prepare reports related to student data;
Work with Computer staff on supports, needs and requirements of other computer systems related to student services;
Provide support and direction to District personnel for error correction within source system and various applications;
Communicate data governance across District departments;
Acts as a liaison between District and NYSED;
Does related work as required.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS ABILITIES AND/OR PERSONAL CHARACTERISTICS: Knowledge of School, Local, State and federal guidelines and reporting; good knowledge of modern methods, principles and techniques of data processing and electronic computer machines; working knowledge of the use and operations of personal computer hardware; good knowledge of office terminology, procedures and equipment; ability to understand and follow detailed written and oral instructions; ability to get along well with others; ability to assist operational staff in detecting and resolving problems in system operations; dependability and a high degree of accuracy.

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MINIMUM QUALIFICATIONS:

- A.** Possession of an Associate's Degree or higher from a regionally accredited or NYS registered college or university in Business Management, Computer Science or a closely related field **AND** one (1) year of full-time paid experience in computer programming, clerical work, data processing or keyboarding;
- OR**
- B.** Possession of a high school diploma or an appropriate equivalency diploma recognized by the New York State Department of Education **AND** three (3) years of full-time paid experience in computer programming, clerical work, data processing or keyboarding;
- OR**
- C.** Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education **AND** Any equivalent combination of education, training and/or experience, as defined in A or B above, indicating the ability to perform the duties of the job.

NOTE: Part-time paid experience as described will be prorated to meet the requirements above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive Class
Approved 7/5/24