

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE ADMINISTRATIVE DATA TECHNICIAN

BASIC FUNCTION:

Under assigned supervision, performs varied and responsible data management research, and administrative support functions; manages data collection and consolidation for a variety of projects and office initiatives; prepares and maintains a variety of qualitative and quantitative manual and automated records and reports related to assigned activities; effectively uses information system and software systems related to department programs; assists with special projects and a variety of administrative support tasks as needed.

REPRESENTATIVE DUTIES:

The following duties are examples of assignments performed by incumbents in this classification. This is not a totally comprehensive list of duties.

in support of departmental programs and initiatives;
reporting systems 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.

responsible program a

ABILITY TO:

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.

Approved by the Personnel Commission: March 8, 2017
Revised 10/13/21



Marisa Perry
Director III – HR/ Classified Personnel Services

Date: 10/13/21