

DATA CONTROL TECHNICIAN II

Definition:

Collects, organizes, prepares, analyzes, enters and controls student data for use in reports eligibility determinations, transcripts, reimbursement for services, demographic research, academic performance analysis, and forecasting. Participates in establishing security and a hierarchy of data access and the layout of data entry screens and queries.

Distinguishing Characteristics:

This is the second level in a job series of three levels of Data Control Technician. The level II and III work with both SCOE staff and districts. The II level is distinguished from the I and III levels in that the II level is responsible for processing Medi-Cal reimbursement claims. The Data Control Technician II requires highly developed computer/data entry skills, enhanced by knowledge of the terminology, practices and policies of the programs of assignment, and an in-depth knowledge of the Medi-Cal reimbursement program. Advancement to this position also requires a working knowledge of student data entry and control systems, demographic research, and reporting formats for reimbursement and accreditation. Advancement potential exists along the Data Control Technician Series career path and will require additional experience and education in the area of computer operations, data base applications.

Supervision Exercised and Received:

Works under limited supervision of a Director or similar level position. May assign work to other clerical support staff and students.

Examples of Duties and Responsibilities:

Duties and responsibilities may include, but are not limited to, the following:

- Maintains a wide range of data related to student files, demographics, attendance, and registration records or other according to department specialization. Receives, verifies, enters data into required programs or formats. Retrieves data from files and/or records for the purpose of generating a variety of required reports and developing statistical information.
- Maintains and verifies student data files, and assures that all necessary documents have been obtained. Receives new data and/or revisions, enters data, routes updated information to appropriate staff or departments. Generates periodic reports.
- Performs statistical tests of academic, student demographic, and other information to study trends and outcomes.
- Completes all steps necessary for processing claims for Med-Cal reimbursement in an accurate and timely manner, including time surveys and claims data.
- Maintains the budget for Federal restricted revenue generated through the Medi-Cal billing program, and meets all audit and accounting requirements of the program. Maintains expenditure backup materials and makes records available to auditor upon request.
- Reads bulletins and attends training to keep current on changes in federal regulations and procedures as well as health care provider requirements.
- Generates and maintains reports required by government agencies and other funders and service providers.
- Works with software to produce reports, graphs, tables, etc. including e, but are not limited to word processing, spreadsheets, relational databases, and query tools.
- On one-to-one basis, instructs and illustrates the use of relational databases to enter, extract, and review information, and produce reports.
- Prepares complex reports in connection with standardized tests, academic outcomes, attendance, etc.
- Performs other duties as required to accomplish the objectives of the position.

Employment Standards:

Knowledge of:

- Thorough knowledge of data entry methods, procedures and equipment including complex data base programs, relational data base programs, word processing and related applications.
- Thorough knowledge of computerized spreadsheet programs.
- In-depth knowledge of steps necessary for processing claims for Med-Cal, including time surveys and claims data.
- In-depth knowledge of Department of Health Services reporting requirements.
- Complete understanding of policies, procedures, and schedules governing student data, state & federal Special Education requirements, and state CASEMIS compliance requirements.
- Working knowledge of budget development and monitoring techniques and standard accounting practices for audit controls.
- Working knowledge of statistical methods sufficient to analyze variance and trends and make inferences.
- Working knowledge of writing data queries.
- Math skills sufficient to compute sums, quotients, fractions, percents, and ratios.
- Sufficient command of English usage, spelling, grammar, and punctuation to prepare professional correspondence and standardized reports.
- Sufficient human relations skill to communicate technical concepts to others and convey a positive, service-oriented image of the department.
- Knowledge of safe work practices.

Ability to:

- Perform all of the relevant duties of the position with only general supervision.
- Extract, organize, prepare and analyze data for submission. Must be able to maintain and update student schedules, master course schedules and grade reporting. Requires the ability to assess programs and procedures and initiate modifications. Must be able to compile and maintain accurate and complete records and reports.
- Operate a personal computer terminal, printers, complex spreadsheets, and specialized relational database software.
- Keyboard to perform data entry onto pre-formatted screens and to compose correspondence at a rate of 50 w.p.m.
- Apply sufficient analytical skills to conduct information searches and to prepare custom studies of admissions, attendance, grades, and other student performance data.
- Analyze technical problems and to develop and apply appropriate solutions.
- Read, understand and apply information from labor contracts, and state, federal, and local laws and regulations.
- Write correspondence in a professional manner.
- Maintain confidential and sensitive information.
- Prioritize work in order to meet deadlines and maintain schedules.
- Work effectively as part of a team devoted to customer service.

Computer Skills:

- Desktop publishing including the ability to open, save, and print an existing desktop publishing document and make simple word processing changes.
- Intermediate Word Processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, use borders, and print labels and envelopes.
- Intermediate email skills, including the ability to send and open a file attachment.

- Internet usage, including the ability to access and navigate SCOE's home page and use appropriate and professional conduct.
- Advanced Database skills, such as the ability to sort and retrieve records; create layouts and reports; create and print mailing labels; perform mail merge for form letters; add, edit, delete fields and records; and work with relational databases to create reports and lists.
- Highly advanced spread sheet skills, including the ability to insert formulas and mathematical calculations and work with functions; create workbooks and use multiple worksheets; format and print worksheets; sort lists; and create graphs and charts.

Education and Experience:

Any combination of education and experience that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- High School diploma or equivalent and one year of business school or similar formal training in data processing and electronic record keeping.

Experience:

- Three years of increasingly responsible experience in data entry, data processing, and electronic record keeping.
- Additional relevant experience may qualify for formal education.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The position requires ordinary ambulatory ability to retrieve work materials, intermittent walking, standing, stooping, and carrying and lifting of light weight materials (under 20 pounds).
- Requires visual acuity sufficient to recognize people, words, and numbers.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key, and other common office equipment.
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations.

Work Environment:

The following conditions may be present:

- Work is performed in an office environment with minimal exposure to health and safety considerations.

Other Requirements:

- Must be fingerprinted and a satisfactory Department of Justice records check must be received by SCOE, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Must have normal vision, corrected or uncorrected.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.