

Sonoma County Office of Education – Job Description

Classified

DATA SPECIALIST - SELPA

Definition:

Performs complex and specialized technical analysis of special education data, data trends, integration of different special education and general education data management systems for both the Sonoma County Special Education Local Plan Area (SELPA) and the Sonoma County Charter SELPA; collects, organizes, prepares, analyzes, enters and controls data for use in reports regarding eligibility determinations, reimbursement for services, categorical requirements, demographic research, fiscal analysis, and forecasting for both SELPAs; trains Local Education Agency (LEA) data technicians and LEA special education administrators and teachers on special education Individual Education Plan (IEP) data management software, California Longitudinal Pupil Achievement Data System (CALPADS), and the integration of the two for both SELPAs; understands all business rules around data management including CALPADS and trains all LEAs in those rules; troubleshoots software and data entry issues for all member LEAs in both SELPAs; acts as liaison between the SELPAs and California Department of Education (CDE) for all special education data management operations; participates in establishing security and a hierarchy of data access and the layout of data entry screens and queries.

Distinguishing Characteristics:

The Data Specialist position requires the ability to independently prepare state-level reports. This class is characterized by the responsibility for preparation of a complete cycle of records and reports requiring the application of a substantial amount of complex technical terminology, organizational knowledge and understanding of laws, policies and procedures. This position requires specialized and highly developed computer/data entry skills, enhanced by knowledge of the terminology, practices and policies of CALPADS, Special Education Information System (SEIS), both SELPAs and CDE. This position requires a working knowledge of student data entry and control systems, demographic research and reporting formats.

Supervision Exercised and Received:

Works under limited supervision of the SELPA Executive Director.

Example of Duties and Responsibilities:

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

- Maintains a wide range of data related to program and 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 program and 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.
- Maintains complete knowledge of CALPADS, SEIS and other relevant student data systems.

- Reviews program information to study trends and outcomes.
- Responds to calls and personal inquiries regarding questions and problems with usage of common to advanced personal computer software and input and output of information to and from computer hardware. Examples of software include, but are not limited to word processing, spreadsheets, relational databases and query tools.
- Reads bulletins and attends training to keep current on changes in regulations and procedures; and attends state meetings to keep current with regulations.
- Generates and maintains reports required by governmental agencies and other funders and service providers.
- Provides comprehensive training to all LEA data personnel on the inclusion of special education data in CALPADS, SEIS and other relevant systems.
- Coordinates and facilitates a support group for LEA data personnel.
- Works with technology staff to develop and amend data entry screens in response to reporting changes and internal requirements.
- Prepares state required reports in connection with all aspects of special education data in all LEAs in both SELPAs.
- Creates forms and templates for use in categorical programs.
- Manages and completes both SELPAs Annual Service Plans for submission to CDE.
- Manages and completes both SELPAs Annual Personnel Report for submission to CDE
- 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 database programs, relational database programs, word processing and related applications.
- Thorough knowledge of CALPADS, SEIS and other relevant special education data systems.
- Thorough knowledge of computerized spreadsheet programs.
- In-depth knowledge of categorical program reporting requirements.
- Knowledge of charter school data requirements as well as traditional school data requirements.
- Methods of instructing data personnel on all aspects of data collection and software management.
- Complete understanding of policies, procedures, and schedules governing program and student data, state & federal requirements, and other categorical program 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.
- In-depth 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. 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 preformatted screens and to compose correspondence
- Apply sufficient analytical skills to conduct information searches and to prepare custom studies of enrollment, attendance, grades and other student performance data.
- Analyze complex technical problems and to develop and apply appropriate solutions.
- Read, understand and apply information from state, federal, Ed Code, and local laws and regulations, including for charter schools.
- 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:

- Basic 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 the SELPA'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 spreadsheet 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 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 Abilities:

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.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over the phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier and other equipment and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance.
- Requires visual acuity sufficient to recognize people, words and numbers.

Work environment:

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

Other Requirements:

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- 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.

Other:

- Adopted: September 28, 2020
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission