VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: TECHNICAL DATA SPECIALIST

BASIC FUNCTION:
Under the general direction of an assigned supervisor, plan, write, and maintain a variety of databases, data analysis, and reporting programs for District reporting and data tracking needs; coordinate and support electronic processing of instructional, college reporting, and/or financial aid data; evaluate and analyze data to ensure accuracy and integrity.

DISTINGUISHING CHARACTERISTICS
A Technical Data Specialist is responsible for the development of databases and data analysis tools as well as the coordination of efforts to update, evaluate, and improve data analysis systems. The classification is distinguished from Data Analyst in that an incumbent within the classification of Technical Data Specialist completes projects with a narrower scope of responsibility. In comparison, a Data Analyst has responsibility for coordinating districtwide reporting to state and federal agencies and is responsible for the development and administration of the districtwide data warehouse. An incumbent within the classification of Technical Data Specialist may assist the Data Analyst as assigned.

REPRESENTATIVE DUTIES:
Plan, design, and create new databases for data collection, analysis and reporting for college and district administration; consult with Information Technology staff to create views for data extraction. E
Retrieve information from databases for a variety of purposes; access data in desired format for projects using open database connectivity (ODBC) enabled products. E
Review and evaluate software packages to enhance production or representation of information pertinent to instructional and/or financial aid, district reporting, and institutional research; coordinate, troubleshoot and report problems with software. E
Create report designs; program and run complex reports to extract data from database systems for a variety of purposes, including instructional, financial aid, District reporting, and/or institutional research; design applications to generate reports or graphs to display information as necessary. E
Receive and log data extract/report requests for institutional research data, financial aid data, instructional data, or data utilized for other District reporting purposes; coordinate with multiple users regarding specific needs. E
Coordinate with Information Technology, institutional research staff, and the colleges to facilitate the resolution of database system issues and the development of new/modified database processes and reporting requirements; execute, coordinate, and oversee new technology initiatives. E
Develop and oversee the maintenance of data utilized by the District; ensure integrity and functionality of data reporting systems; coordinate public website and student portal updates. E

Established February 2000
Revised February 2011
Test and debug applications to ensure accuracy of data and write related application documentation, including system upgrade testing and end-user documentation. E

Provide training and technical assistance to users regarding a variety of system upgrades and/or modifications, such as Banner Financial Aid processes and procedures and/or Banner student processes. E

Design and maintain the process to download and create the schedule of classes for publication.

Assist in development of algorithms, routines, scripts, and SQL queries for programming interfaces between multiple data sources; develop data extracts, data normalization processes, and merge routines for MIS, Clearinghouse, and other District-critical reports.

Assist in the review, analysis, and compilation of data for a variety of State and federally mandated programs, activities, and reporting requirements, such as Management Information Systems (MIS), Clearinghouse, Integrated Postsecondary Education System (IPEDS).

Assist college staff to ensure successful input of instructor assignments, load, part-time and extra-hourly data.

Maintain current budget information; monitor budget expenditures; assist in budget preparations.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Computer network concepts, tools, and techniques
Database access techniques such as open database connectivity (ODBC)
Relational database management systems (RDBMS)
Structured Query Language (SQL)
Data verification and clean-up procedures
Basic principles and techniques of programming and application generation tools
Basic mathematics and statistics
Best practices for information application security
Rules, regulations, procedures and policies of assigned programs, including Title IV
Standard office computer software such as word processing, spreadsheet, and database programs

ABILITY TO:

Learn and use various software packages
Understand new data processing concepts and techniques
Gather and compile institutional research and/or financial aid data
Perform mathematical calculations accurately
Interpret rules, regulations, and policies regarding assigned area
Establish and maintain cooperative working relationship with others
Assemble data and prepare reports using logic and creativity
Communicate effectively, both orally and in writing
Analyze situations accurately and adopt an effective course of action
Meet schedules and timelines

EDUCATION AND EXPERIENCE:

   Education:

   12 units of college-level coursework in computer information systems or a related field. Specific coursework in SQL, SQL-Plus, or other relational database programming language is preferred.

   Experience:

   Three years of experience as a reporting/database specialist in a networked environment, including experience using reporting tools and ODBC in an RDBMS application environment.

WORKING CONDITIONS:

   ENVIRONMENT:

   Office environment
   Subject to constant interruptions

   PHYSICAL ABILITIES:

   Dexterity of hands and fingers to operate computer and office equipment
   Sitting for extended periods of time
   Hearing and speaking to exchange information

   HAZARDS:

   Extended viewing of computer monitor