



PERSONNEL COMMISSION

Class Code: 0433
Salary Range: 20 (C1)

RESEARCH OFFICE TECHNICIAN

JOB SUMMARY

Under general supervision, perform technical duties in support of the preparation, processing and gathering of information for reports on student data and performance; assure data is verified, corrected and reported according to established procedures and time lines; compile data for special reports and statistical analysis; develop queries to gather and extract data and to generate reports; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Perform technical duties in support of the preparation, processing and gathering of information for reports on student data and performance; assure data is recorded, analyzed and reported according to established procedures and time lines. **E**
- Compile data from school sites, District offices and outside agencies for special reports and statistical analysis; collect, correct and analyze data; develop queries to gather and extract data and to generate reports. **E**
- Compose, type and proofread correspondence independently or from oral instruction such as letters, memoranda and data gathering forms to request, disseminate or verify information. **E**
- Develop system queries and reports on the assigned student information system to provide specific information to District sites. **E**
- Distribute and review reports for accuracy and completeness; establish and maintain records and files of completed reports. **E**
- Communicate with District administrators, school staff and outside agencies concerning clarification and dissemination of student data and information. **E**
- Assume major responsibility for data verification for District, State and federal reporting. **E**
- Operate a variety of office equipment including a computer and assigned software;. **E**
- Perform a variety of clerical support duties for the office; answer telephones and take and relay messages; prepare correspondence, memoranda and bulletins; receive and sort incoming mail. **E**
- Maintain a variety of records and files related to assigned activities. **E**.
- Attend and participate in a variety of in-service trainings and meetings. **E**
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Incumbents in the Research Office Technician classification work under general supervision in the Research, Planning and Evaluation Department and perform a variety of technical support duties related to the preparation, processing and gathering of information for reports on student data. Performance involves independent judgment within the specific functional area. Incumbents serve as support for technical and professional staff in the Research Office. Much of an incumbent's work is determined by report deadlines or by other calendar driven events.

EMPLOYMENT STANDARDS**Knowledge of:**

Methods of statistical computations and compiling data.
Data verification and clean-up procedures.
State, federal and District requirements relating to reporting data and statistics.
Operation of a computer and assigned software including student information systems.
Record-keeping and filing techniques.
Modern office practices, procedures and equipment.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Mathematical computations.

Ability to:

Perform technical duties in support of the preparation, processing and gathering of information for reports on student data and performance.
Collect, correct and analyze data.
Develop queries to gather and extract data and to generate reports.
Compute descriptive statistical data for reports.
Verify accuracy of data.
Assure data is recorded, analyzed and reported according to established procedures and time lines.
Operate assigned student information systems.
Compose correspondence and written materials independently.
Communicate effectively both orally and in writing.
Use spreadsheets and calculators to verify numerical data.
Add, subtract, multiply and divide quickly and accurately.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Prioritize and schedule work.
Operate a variety of office equipment including a computer and assigned software.

Complete work with many interruptions.

Education and Training:

Graduation from high school or equivalent and a minimum of six (6) semester units of college-level coursework in psychology, computer science, research design, statistics or a related field.

Experience:

Two years of experience involving statistical computations and the compilation of data. Experience in a social research or educational institution is preferred.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

SELF-CERTIFICATION OF TYPING/KEYBOARDING SKILLS:

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 35 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for the class.

WORKING ENVIRONMENT

Office environment.
Constant interruptions.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Lifting, carrying, pushing or pulling materials weighing up to 15 pounds.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/22/2000

Revised: 7/15/2004

Revised: 4/12/2018