



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Data Integrity Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Information Technology	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission		SALARY GRADE:	Schedule: 56 Range: 55

BASIC FUNCTION:

Prepare, verify and submit State and federal mandated reports; under the Director-Business Services, prepare, verify and submit attendance accounting reports; maintain accuracy of data in the Student Information System (SIS) related to assigned reports; communicate with various departments and outside organization to coordinate reporting activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Prepare, verify and submit State and federal mandated reports including CALPADS, CRDC, EEO, and CBEDS reports; generate and validate average daily attendance reports from sites and compile data into District-wide attendance reports; compile Class Size Reduction reports; assure reports are submitted according to established time lines
- Maintain and assure accuracy and reliability of data in the SIS related to assigned reports; maintain data related to student demographics, enrollment and attendance; validate and correct anomalies in data
- Communicate with school sites and others to confirm student information, report due dates and related matters; communicate with various departments and outside organization to coordinate activities and resolve issues or concerns
- Monitor and maintain student and employee data in assigned software systems including student enrollments entries and exits, new employee hires and terminations, and e-mail addresses for employees; create new accounts as necessary
- Prepare and maintain a variety of records, lists and reports related to assigned activities; maintain automated and manual files; prepare reports for Board meetings as directed
- Receive and respond to requests for special reports from departments and outside organizations; compile data for requesting parties; manipulate data and databases to compile reports
- Conduct site visits to perform internal attendance audits

- Provide training and user support to staff, parents and students utilizing the student or employee information systems and related products
- Operate standard office equipment including; drive a vehicle to conduct work
- Attend a variety of meetings and training sessions as assigned; participate in State reporting conference calls

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods and techniques in the development of system and user documentation

Student and employee information systems

Student attendance reporting

Bulk data imports and extracts for reporting

Computer applications utilized by the District

Applicable State, federal and District codes, rules, regulations and procedures

Research methods, report writing and record-keeping techniques

Oral and written communication skills

Interpersonal skills including tact, patience and courtesy

Operation of a computer and assigned software

CALPADS and other reporting requirements

Correct English grammar, spelling, punctuation and vocabulary

ABILITY TO:

Utilize software programs such as word process, spreadsheets and database applications

Utilize various computer applications to facilitate data collection and reporting

Analyze complex data and develop optimal solutions

Read, interpret and apply complex technical publications, manuals and other State and federal laws/code

Work with large sets of data requiring attention to detail

Learn new software quickly and thoroughly and share knowledge effectively with others

Provide training and user support to others on assigned programs

Establish and maintain cooperative and effective working relationships with others

Communicate effectively both orally and in writing

Meet schedules and timelines

Prepare and maintain records and reports

Plan and organize work

Work independently with little direction

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in information technology or related field and four years of increasingly responsible experience in information technology

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment

Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information

Lifting, carrying, pushing or pulling objects typically weighing up to 50 pounds

Sitting for extended periods of time

Seeing to view a computer monitor