STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: **DATA PROCESSING TECHNICIAN**

BASIC FUNCTION:
Receive general supervision from an administrator or a director to perform technical operating and control functions for data processing operations; maintain data files; serve as an application liaison; scheduling work load; maintain problem register; coordinate and control the flow of data; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- **Education Services**

Review incoming data to be processed; review output for accuracy.

Coordinate production schedules with the Operations Supervisor; contact school personnel to coordinate deadlines.

Job stream production reports.

Oversee job runs on attendance, rosters, mailing labels, student status forms, and other jobs.

Assign student identification numbers.

Provide technical assistance to school personnel; provide training for new systems and procedures.

- **Research/Pupil Services**

Define code, assemble and process test results into specified programs.

Maintain data files for reporting purposes; maintain a tape library.

Coordinate Research/Pupil Services data processing needs with the Data Processing division.

Prepare tables, graphs, and charts.

Prepare job streams; develop new job streams and output displays.

Assume responsibility for designated testing project data processing needs.

Data Processing Technician - Continued

Provide technical assistance and training to other staff as required.

Operate peripheral computer equipment.

- **Business Services**

Communicate and consult with local and remote users in the District regarding input and output functions.

Schedule and coordinate with the Operations Supervisor incoming and outgoing data for accurate and timely processing in the Data Processing computer center.

Inform Operations Supervisor of production and job status; discuss and review problems and errors related to their designated input and output activities.

Reconcile monthly appropriations submitted daily from financial sources.

Maintain control for two regular payroll applications in addition to disbursement of all random and interim requests for payroll warrants; maintain a Weekly Accounts Payable Application and handle all special payment requests.

Ensure strict confidentiality of all information and documentation; attend division meetings and meetings within user departments.

Read and verify data processing service requests to assure completeness and clarity of request.

Monitor production activities to assure production schedules are met in accordance with prescribed schedules and in priority order; review and analyze workload to determine areas of critical needs and make necessary modifications or schedule revisions in consultation with the Operations Supervisor.

Maintain payroll and financial control total logs.

Perform quality control checks of all computer production output to ensure quality control totals are in balance and reports are on proper forms.

Operate computer via terminal in performing various data functions such as entering job requests, releasing jobs into the computer, correcting errors and/or purging computer files; make corrections and prepare job cards for job reruns as necessary.

Prepare standard procedures for new applications as related to data control functions under the direction of Operations Supervisor.

Perform related duties as assigned.

Documentation Services Perform system search of files by keying inquiries into the system and receiving transmitted replies.

Data Processing Technician - Continued

Reads and checks source document data for accuracy, completeness and validity.

Perform clerical work such as proofreading, typing, filing and recordkeeping.

Operate bursting and scanner equipment when needed.

Develop written documentation using interactive terminals.

Researches source code programs to understand functionality.

Meet with programming staff to better understand systems.

Answer questions from users about hardware and software functionality.

Develop forms for end-users.

Train end-users on the use of terminals and on-line application software.

- **Curriculum Department**

Reads and checks source document data for accuracy, completeness and validity.

Prepare and maintain attendance records, rosters, mailing labels, participant status forms, consultant contracts and other information related to program participation.

Maintain records of participation in university extension units and coordinate with university personnel.

Maintain data files for state reports.

Assist in the preparation of the annual budget for assigned programs.

Prepare and distribute monthly newsletters using desktop publishing software.

Prepare program communications using mail merge.

Verify accounts payable and payroll warrants.

Prepare handbooks and workshop information for program participants.

Meet with program staff to better understand all program systems.

Perform general clerical work such as proofreading, typing, filing and recordkeeping.

Ensure strict confidentiality of all information and documentation.

Enter workshop information into the District registration system and use SASI to prepare reports.

Data Processing Technician - Continued

Maintain regular and prompt attendance in the workplace.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
- Principles of design and operation of computer and date processing equipment; working knowledge of job control language
- Production scheduling techniques, practices and procedures
- Basic statistical methods
- Principles and techniques of effective communication and training
- Financial record keeping and accounting practices may be required
- Techniques of quality control as applied to data processing production

ABILITY TO:
- Establish and maintain process control systems and method.
- Organize, prioritize and schedule work in data processing production
- Operator a mainframe computer at a level of proficiency to perform job task.
- Evaluate procedural systems; recommend and implement improvements
- Design forms and output formats.
- Establish and maintain cooperative working relationships with others
- Communicate effectively, orally and in writing
- Assist with training the work of others
- Physical capability sufficient to perform job tasks
- Develop and maintain cooperative working relationships with those contacted in the course of work
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described

EDUCATION AND EXPERIENCE:
Any combination of education, training and/or experience equivalent to graduation from high school and two years of responsible technical experience in a data processing unit.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment

PHYSICAL DEMANDS:
Employees in this position must have/be able to:

Data Processing Technician - Continued

- See to view a computer monitor and read a variety of materials
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers to operate a computer keyboard
- Bend at the waist
- Lift and/or carry up to 25 lbs at waist height for short distances
- Reach overhead, above the shoulders and horizontally, grasp, push/pull
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others
- Dexterity of hands and fingers

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 44