



PERSONNEL COMMISSION

Class Code: 3369
Salary Range: 23 (C1)

SENIOR RESEARCH OFFICE TECHNICIAN

JOB SUMMARY

Under general supervision, to perform advanced level technical duties in support of the preparation, processing and gathering of information for a variety of district educational research reports; to oversee the processes involved in recording, analysis and reporting test data according to established procedures and time lines; to oversee and compile test scores and data for special reports and statistical analysis; develop queries to gather and extract data and to generate reports.

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 complex technical duties in support of the preparation, processing and gathering of information for reports on student demographics and performance; assure tests are 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**
- Oversee and participate in the pre-code and distribution of test and survey answer sheets; prepare answer documents for scoring; balance, troubleshoot, verify and correct answer documents. **E**
- Compose, type and proofread correspondence such as letters, memoranda and data gathering forms to request, disseminate or verify information. **E**
- Develop advanced level system queries and reports on the assigned student information system to provide specific information to District sites. **E**
- Distribute and review questionnaires, surveys and reports for accuracy and completeness; establish and maintain records and files of completed reports and surveys. **E**
- Communicate with District administrators, school staff and outside agencies concerning clarification and dissemination of testing, salary and other operational data and information. **E**
- Oversee submission of scanning jobs to the Information Service Department for printing and processing. **E**
- Compute descriptive statistical operations and tests such as frequencies, means, medians, standard deviations, on testing data and demographic data to complete reports for school personnel and state and federal agencies. **E**

- Operate a variety of office equipment including a computer and assigned software; troubleshoot and perform routine maintenance on computers and peripheral equipment. *E*
- Oversee maintenance of files of incoming and outgoing mail. *E*
- Provide lead support to train, organize and provide work direction to department technical and general clerical staff involved in Research. *E*
- May maintain inventory of testing materials and order materials as necessary.
- 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 Senior Research Office Technician classification work under general supervision in the Research, Planning and Evaluation Department of the District and perform a variety of complex technical and clerical duties in support of the preparation, processing and gathering of information for reports on student demographics and performance. Incumbents serve as a lead over other research office technical workers and general clerical support staff in the completion of tasks as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

State, Federal and District requirements relating to reporting data and statistics.
Operation of a computer and assigned software applications such as Excel, or similar spreadsheet applications, including the student information software system.
Data verification and clean-up procedures.
District testing procedures, practices and the proper security of test materials.
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, including general statistics and probabilities math.

Ability to:

Perform technical duties in support of the preparation, processing and gathering of information for reports on student demographics and performance.
Assure tests are recorded, analyzed and reported according to established procedures and time lines.
Compose memoranda and data gathering questionnaires.
Develop queries to gather and extract data and to generate reports.
Compute descriptive statistical data for reports.
Verify accuracy of data.

Oversee and perform test distribution, scoring, inventory, security and control.
Troubleshoot and perform routine maintenance on computers and peripheral equipment.
Train and provide work direction to others.
Communicate effectively both orally and in writing.
Make mathematical and statistical computations with speed and accuracy.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Prioritize and schedule work.
Operate a variety of office equipment including a computer and assigned software applications.
Complete work with many interruptions.

Education and Training:

Graduation from high school and a minimum of 6 semester units of college-level coursework in statistics, research design or a related field are required.

Experience:

Three years experience performing testing, statistical computations and data compilation work is required, of which one-year must have been in a social research or educational institution. One year performing lead or supervisory duties 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

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

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, with constant interruptions and high energy, multiple project fervor.

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.
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.

7/26/2000