

DATA RETRIEVAL SPECIALIST

Code No.: 930004
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This position involves retrieval, organization, and tabulation of data used in the planning, research, and evaluation of a school district's instructional and enrollment needs, objectives, and programs. Employees of this class supervise the retrieval of data for use in projects and programs by analyzing computer printouts, or manually searching through school records and reports. The employee reports directly to and works under the general supervision of a professional evaluator or administrator. Depending upon assignment, the employee may exercise general supervision over clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed.)

Oversees the retrieval and organization of student data not collected through attendance and census systems;

Coordinates census data for elementary and secondary school student population;

Compiles and tracks mobility data relative to flow of student population;

Coordinates all activities related to the collection of all attendance and performance figures of all district students;

Coordinates the collection and maintenance of Special Education student attendance and performance reports for State Aid Report;

Coordinates all student billing for all resident and non-resident tuition billing;

Directs the collection of all statistical data for Basic Education Data Systems (BEDS) and Office of Civil Rights, including all necessary in-service and building coordination;

Coordinates the collection of statistical data on Time Out Rooms, student dropouts, and short-term suspensions;

Verifies student attendance for foster care billing;

Verifies location of students placed outside district schools for billing purposes, especially foster care;

Verifies location of open enrollment students and students on out-of-district permits to monitor attendance;

Makes decisions regarding how best to collect and store all forms of data; writes all technical specifications and pretest programs;

Supervises the distribution of all testing materials for the district, this involves inventory, advance ordering, and supervision of several clerical and part-time employees;

Coordinates the activities of the Department of Curriculum and Student Data;

Interfaces with the National Computer System (NCS) in score sheet development, test specifications, and timely ordering;

Designs forms for statistical reports;

Prepares simple narrative and statistical reports, charts, and graphs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of the practices and application of research techniques; ability to assemble and organize data into tabular reports; ability to prepare simple statistical reports; ability to prepare charts and graphs; ability to work independently on an assigned project; ability to follow oral and written directions; mathematical ability; supervisory ability; accuracy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, plus EITHER:

- (A) Graduation with an Associate's degree, plus one (1) year paid full-time or its part-time equivalent experience involving the compilation, organization and analysis of statistical data, or activities associated with data retrieval; OR,
- (B) Three (3) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT: If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

REVISED: February 26, 1981

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