

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, short-term suspensions;

Verifies student attendance for Foster-Care billings;

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 pretests 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: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus one (1) year of 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) Graduation from high school or possession of a high school equivalency diploma, plus five (5) years of experience as defined in (A) above; OR,
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: February 26, 1981

REVISED: August 12, 1982

REVISED: August 13, 1987

REVISED: December 7, 2000