

## **Alameda County Office of Education**

**JOB TITLE: Records Database Specialist SIS (Range 15 CSEA)**

### **JOB SUMMARY:**

Performs Student Information System, SIS maintenance, auditing of student records from all school sites; prepares program, Local, State and Federal reports and surveys and provides technical assistance and conducts or arranges training for staff. Reporting areas shall include but not limited to: reporting attendance for generating income from ADA, student and staff demographics, and Special Education accountability.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Operates, installs upgrades, and monitors database records system for all site student records and for the Internal Network.

Researches, compiles, prepares, proofs and audits data for daily student attendance reports.

Prepares, logs and monitors student movement records.

Reviews records to verify students recently enrolled, moved or released have been recorded properly.

Provides technical support to staff on SIS operations.

Conducts training programs on SIS.

Gathers, reviews, verifies, and finalizes student records and test scores in preparation for transcripts.

Troubleshoots problems issues at user sites; traces and identifies the source of processing failures.

Implements data recovery and startup procedures at local and remote sites.

Performs clerical and record keeping activities for the educational programs of ACOE.

May develop and conduct training programs for personal computers, network systems, and software applications.

Confers with users and staff to resolve computer related problems.

May maintain the computer center software collection.

May monitor the use of site computers, recommends maintenance, modifications, or replacement.

Serves as an information source to users regarding data processing systems.

Performs general clerical tasks such as maintaining files, screening calls, taking messages, giving information.

Performs related duties as required.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **ABILITY TO**

##### **Maintain record data bases.**

Plan, organize and administer programs.  
Prioritize and schedule work.  
Meet schedules and time lines.  
Plan, coordinate and document projects.  
Maintain up to date knowledge of regulations.  
Prepare and deliver oral presentations.  
Represent the department at meetings.  
Establish, maintain effective relationships.  
Operate a computer and related software.  
Prepare statistical records and reports.  
Interpret and explain polices & procedures.  
Perform clerical work & administrative tasks.  
Maintain records and prepare reports.  
Communicate effectively orally and in writing.  
Understand, follow oral and written directions.

#### **KNOWLEDGE OF**

##### **Records databases**

Goals, polices and objectives of student attendance accounting.  
Student attendance accounting databases.  
Student transcript records.  
State laws governing student attendance.  
Interpersonal skills.  
Oral and written communication.  
Technical aspects of SIS operating systems.  
Operation of computers and related software.  
Policies and objectives of assigned programs.  
Principles of training and work direction.  
Department operations and policies.

#### **EDUCATION and/or EXPERIENCE**

High school graduation or equivalent; three years related experience in computer operations, software applications and database management; or equivalent combination of education and experience.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid California drivers license.

#### **LANGUAGE SKILLS**

Ability to read and interpret documents such as system operating instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups.



**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts as required for student attendance accounting.

**REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in inside environmental conditions. The employee frequently works with a video display terminal for prolonged periods. The employee is occasionally required to use personal vehicle in the course of employment.. The noise level in the work environment is usually quiet.

**Approved By:** Personnel Commission

**Approved Date:** February 19, 2009