TITLE:	Child Development Data Information Technician	**CLASSIFICATION:**	Classified Non-Management (SEIU/Office-Technical)
SERIES:	None	**FLSA:**	Non-Exempt
JOB CLASS CODE:	0578	**WORK YEAR:**	12 Months
DEPARTMENT:	Child Development	**SALARY:**	Range 50 Salary Schedule C
REPORTS TO:	Assigned Supervisor	**HR APPROVAL:** **HR REVISION:**	05-08-13

BASIC FUNCTION:

Perform difficult, complex, and technical management information duties related to the analysis, development, implementation, testing, and data processing of the Child

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Operate a computer to input, output, update, and access a variety of records and information; generate records, reports, queries, lists and summaries; operate a variety of office machines and equipment. **E**

Assist with the coordination of Child Development projects; design and implement computer-generated reports, and process large volumes of data from a variety of software programs. **E**

Provide technical support and training to department staff related to computer hardware and specialized Child Development software programs. **E**

Assist in the creation of training materials; conduct workshops and presentations to provide information for Child Development staff pertaining to forms, data entry procedures, and database management; attend workshops and meetings related to database management and specialized child development software programs. **E**

Receive, monitor, and transmit documents; maintain binders with copies of all corrections made to computer tables; update and distribute data management procedural handbook, charts, and tables; prepare correspondence, make copies, file documents; operate a vehicle to conduct work; lift light objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE: