



INFORMATION SYSTEMS TECHNICIAN

Job Code: 516ABE
Bargaining Unit: AFSCME
Effective: 07/29/2013

Description of Work

General Statement of Duties

Performs responsible technical work in data analytics and in the implementation and generation of computer-based reports; prepares annual federal and state reports as assigned and performs related duties as required.

Supervision Received

Works under the general supervision of a unit or department head.

Supervision Exercised

None.

Typical Duties Performed

The listed examples may not include all duties performed by all positions in this class.

Reporting

Generates customized reports requiring data extractions from the data server (e.g. employee turnover, terminations, licensure status, etc.) by entering selection and sort criteria for report requested; compiles data for financial, statistical and program reports as necessary.

Prepares annual and semi-annual reports such as MN Department of Education STARR licensure report, PERA exclusion report, TRA exclusion report, and other reports as assigned.

HR Analytics to include: analyzing electronic employee records existing on the HRMS system of record and its relation to other data in the system by auditing data; reviews coding schemata (e.g. primary salary schedules, job codes, and related schedules, concurrent jobs), and troubleshoots related problems to insure data integrity.

Troubleshoots and problem solves departmental interface issues related to TALX.

Administers the Human Resources webpage.

Assists with departmental training initiatives as assigned.

Assists in the integration of existing software and hardware resources.

Performs uploads and downloads of data.

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Typical Duties Performed (Continued)

Provides data analysis using Excel, pivot tables and MS Access database.

Contributes to the District's Strong Schools, Strong Communities efforts by partnering with other staff to contribute to student achievement and the alignment and sustainability of resources.

Knowledge, Skills, and Abilities

Considerable knowledge of MS Access.

Working knowledge of common data processing principles, terms, theories, and procedures.

Working knowledge of the techniques of uploading and downloading data.

Some knowledge of computer-based information systems.

Some knowledge of extract and statistical software packages.

Some knowledge of the theory and principles of data management.

Some knowledge of the laws governing data privacy.

Considerable ability to communicate effectively both orally and in writing.

Considerable ability to work with detailed data and to convert such data into accurate and useful information.

Considerable ability to work independently without close supervision.

Considerable ability to create new databases, spreadsheets, and word processing documents in utilizing microcomputer software.

Minimum Qualifications

One year (45 quarter credit hours) of post-secondary coursework in data processing, computer programming, management information systems, or microcomputer-based technology and two-years of experience in an advanced clerical (Clerk-Typist 3 or equivalent) or an entry level technical position. One year of experience in the creation of new databases, spreadsheets and customized reports using microcomputer-based software systems may be substituted for the required post-secondary education.