

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### SPECIALIST, Data

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Proficiency in the use of computer applications and technical equipment as related to departmental functions.

**REPORTS TO** Designated Administrator

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To support the facilitation of the use of computers for administrative purposes.*

#### PERFORMANCE RESPONSIBILITIES

1. \* Create and maintain spreadsheet, database, and word processing files.
2. \* Keep current with technological developments and their implications on administrative computing.
3. \* Collect data from various sources for use in developing reports to be provided to district-and school-based personnel.
4. \* Enter data from original source documents into on-line data files.
5. \* Utilize inquiry software to prepare reports and documents.
6. \* Assist with identifying and correcting data problems with the various automated systems.
7. \* Respond to and maintain information on users' questions, problems, and needs.
8. \* Prepare and update documentation for various automated systems.
9. \* Assist with conducting requested training sessions for specific user or user groups.
10. Perform other duties as assigned by the Designated Administrator.

*\*Denotes essential job function/ADA*

#### TERMS OF EMPLOYMENT

##### PAY GRADE

District Salary Schedule  
**C-C \$31,925 – \$56,694**  
M-12 D-258 H-1935

##### POSITION CODES

PeopleSoft Position **TBA**  
Personnel Category **14**  
EEO-5 Line **44**

##### ADA CODES

2 **TBA**  
3 **TBA**  
4 **TBA**

##### BOARD APPROVED

May 25, 1993

**C-C2 \$24,252 – \$43,066**  
M-10 D-196 H-1470

Job Code **1689T**