BASIC FUNCTION:
Under the direction of an assigned supervisor extract data from the District’s student information system (SIS) and related databases, confirm the accuracy of extracts, and format and upload extracts as specified to support the needs of the Office of Institutional Assessment, Research, and Planning and the college’s mission and directives. Insure the security and privacy of all assigned data extracts and reports.

REPRESENTATIVE DUTIES

ESSENTIAL DUTIES:
Assist with the District’s data extraction and upload to the California Community Colleges Chancellor’s Office Management Information System (MIS); the National Center for Education Statistics’ Integrated Postsecondary Education Data System (IPEDS); National Student Clearinghouse (NSC); and other reporting needs.

Assist grants directors and program officers in extracting data related to the evaluation of grant objectives and reporting periods. Format data extracts and reports to meet the grant reporting requirements.

Serve as a technical resource to the campus’ constituents concerning assigned projects: receive and support requests for data; generate, distribute, and support data packets and computerized records for departments and project coordinators; receive, prepare and distribute correspondence related to assigned projects.

Extract data from the District’s SIS and related databases to fill ad hoc data request. Work with internal and external customers to clarify their data needs, timeline, and format.

Design and extract datasets to be used with interactive graphical interfaces such as Tableau. Build interactive data interfaces in Tableau or similar software.

Verify that automated data extracts complete each cycle and work with team members to resolve extract errors.

Operate a variety of office equipment including a copier, fax machine, scanner, computer, and specialized software.
Provide strong internal and external customer support, especially in relation to the District’s database and data elements.

Maintain a secure connection to the District’s database and engage in best practices for the security and privacy of all data extracts and reports.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:
- Database development environments such as SQL Developer
- Structured Query Language (SQL)
- Principles of query optimization
- Data security and privacy best practices
- Data control procedures and data entry operations.
- Operating systems such as Linux, Windows, and MacOS
- Scripting language such as Perl
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills
- Principles, methods, and procedures of operating computers and peripheral equipment.

ABILITY TO:
- Perform complex data-oriented scripting and automation tasks.
- Demonstrate proficiency in the data tools used by the District.
- Detect and resolve errors in data and related processes.
- Interact with District faculty and staff to determine requirements, needs and desired outcomes.
- Write clear and concise documentation including commenting script logic.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing
- Plan and organize work
- Perform accurate mathematical calculations.
- Type and input data at an acceptable rate of speed.
- Review and verify input and output data to assure accuracy and efficiency.
- Work independently
- Demonstrate sensitivity to and understanding of the diverse academic, socio-economic, cultural, linguistic, disability, and ethnic backgrounds of students.

**EDUCATION AND EXPERIENCE**
Bachelor’s degree in information technology, computer science, or a related field and demonstrated knowledge and ability to perform the job.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Indoor office environment.

**PHYSICAL DEMANDS:**
Ability to operate a computer keyboard.
Seeing to read materials and view a computer monitor.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Mobility to access campus locations.
Carrying, pushing, pulling, lifting light to moderate weight objects.
Stoop, bend, kneel, crouch, reach, and twist.