

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 6456  
7338 (ESY)  
Pay Grade: D08

FLSA: Non-Exempt

<b>DATA MANAGEMENT TECHNICIAN</b>
<b>REPORTS TO:</b> School Administrator
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Graduation from a standard high school or possession of a GED plus two (2) years progressively responsible clerical office experience. Successful completion of PCSB computer-based training courses and PCSB Typing Test (25-wpm) shall be required. Completion of PCSB DMT training course required within six months of start date in the position.
<b>MAJOR FUNCTION</b>
Performs complex diversified clerical and data processing-related duties pertaining to the preparation, input, storage, retrieval and reporting of student and class-related data. Work is performed independently and reviewed through observation and results obtained.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"> <li>• Utilizes computer for data entry/retrieval and to produce lists and generate reports such as student profiles and schedules, class load reports, Individual Education Plans, free lunch reports, bus rosters, daily attendance reports, and various FTE reports</li> <li>• Proofreads material and corrects errors</li> <li>• Prepares or assists in the preparation of specialized reports such as FTE survey documentation, and/or economic survey, which may require statistical compilation and mathematical calculations</li> <li>• Performs clerical and data entry activities related to preparation and maintenance of master and student schedules</li> <li>• Maintains student information for school records and as source data for FTE reporting</li> <li>• Assists with registration for classes and exams. Reviews forms for proper coding and whether students qualify for FTE; may collect and/or deposit fees</li> <li>• Audits FTE reports and makes corrections as needed</li> <li>• Processes monthly attendance sheets and paperwork to add or drop classes and students</li> <li>• May perform a wide variety of other clerical duties such as greeting visitors, maintaining records and files, answering telephone, typing or word processing, and distributing mail</li> <li>• May be the designated contact person on data processing information emanating from the unit</li> <li>• May assist and train other clerical personnel</li> <li>• Performs other related duties as required</li> </ul>
<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>

**DATA MANAGEMENT TECHICIAN**

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 9/79 SSN; REVISED: 5/83 PAS; REVISED: 5/86 PBL; BOARD APPROVED: 5/28/86; REVISED: 3/88 BMP; BOARD APPROVED: 3/23/88; MQ'S REVISED: 5/90 PBL; BOARD APPROVED: 8/22/90; MF REVISED: 3/92 PBL; MQ'S REVISED: 2/93 PBL; BOARD APPROVED: 2/24/93; MF & D&R REVISED 4/99 AK; BOARD APPROVED: 6/15/99; REVISED WC: 7/04 LM; TITLE CHANGE: 1/08 AK; BOARD APPROVED: 2/12/08; REVISED FORMAT, RT, SUPERVISES, MQ, ER: 04/29/16 CH; BOARD APPROVED: 05/17/16

## DATA MANAGEMENT TECHNICIAN

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental, or visual ability required by the job	X				

Data Management Technician - PESPA