

TITLE: <u>Data Specialist</u>	SALARY SCHEDULE: <u>Staff</u>	CLASS CODE: <u>SA448</u>
UNION: <u>Staff Association - Local 2071, U.A.W.</u>	SALARY GRADE: <u>4</u>	EEO CODE: <u>40</u>
	FLSA: <u>Non-Exempt</u>	E- CLASS: <u>SA</u>

POSITION PURPOSE

Verify, correct and monitor data entered into system to ensure consistency and accuracy of information pertaining to department function. Utilize in-depth knowledge of data entry and use of inputted information to provide instruction on how to use system screens.

ESSENTIAL JOB FUNCTIONS

- Monitor system output to ensure integrity of information. Proofread and verify data entered into system. Ensure accuracy of all information entered and presentation format; make changes as appropriate; verify entry of data in proper location to achieve desired impact on file. Input default information.
- Respond to internal and external inquiries on receipt and status of material. Provide information to other units as well as students pertaining to additional information needed, changes to the file and/or file status and related problems. Make suggestions on areas to be improved for more efficient processing of information. Work with representatives of other departments to correct data entry errors.
- Assist in the development and implementation of system enhancements and maintenance. Troubleshoot problem areas; provide management information on how to improve system productivity; instruct staff on new methods and procedures. Assist management in planning future system development.
- Provide instruction to office staff on how to access system information and input data. Demonstrate system usage in one-on-one and group situations; show users the screens on which specific data is stored; train on how to enter information to complete records without errors; process requests to acquire security access for system users; assist users in interpreting entered information. Provide remedial training as needed and update users on system changes. Assist in preparing training materials.
- Assist in maintenance and review of batch production jobs. Examine computer output to assure completion of job run; serve as back-up in scheduling batch production jobs; alert computing professionals on incomplete or missing output. Troubleshoot system access difficulties; notify Computing and Information Technology when problems are not local.
- May provide functional supervision to a small number (1-3) of part-time student employees. Assign, monitor and review work activities. Train in appropriate methods and procedures.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification provides responsible and independent review of data entered into system in order to ensure consistency and integrity of information. Duties are procedural in nature, but necessitate awareness of related tasks. Incumbents must search for solutions or new applications within an area of learned things and are allowed to set priorities subject to supervisory approval and review. Functional work direction may be provided to a small number (1-3) of part-time and/or temporary positions. Incumbents must utilize a keen attention to detail. This classification reports to and receives work direction from a professional or management level position.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Ability to communicate effectively with others.
- Keen attention to detail.
- Considerable knowledge of University and department policies and procedures.
- Considerable knowledge of and ability to use computer equipment for data entry.
- Typically, incumbents have held lower level Data Entry positions.