

DESERT COMMUNITY COLLEGE DISTRICT

INFORMATION SERVICES SPECIALIST

BASIC FUNCTION

Under the direction of Dean of Information Technology and Institutional Research, prepare and maintain salary calculations for faculty; monitor data and assure accurate reporting; link faculty to sections and assignments in the database; and maintain integrity of data. Work with Information Technology and Institutional Research to develop surveys and provide timely statistical and analytical reports. Assist with technical training.

REPRESENTATIVE DUTIES

1. Prepare load and salary calculations for faculty, both teaching and non-teaching certificated personnel; verify assignments and compensation including payments and adjustments for absences and substitutions, office hours, and overloads; prepare and disseminate reports as requested. *E*
2. Document procedures, assemble, and update faculty handbooks; assist with new employee orientation and training. *E*
3. Prepare overload for all instructors; maintain instructor accounts for load banking; monitor load banking limits; prepare and distribute load banking statements. *E*
4. Link faculty to assignments and sections in the database. Enter released and reassigned time, sabbaticals and leaves, and other faculty assignments. Identify discrepancies and work collaboratively to resolve reporting issues. Run queries to verify integrity of data. *E*
5. Provide the first level of support with end users, especially with academic areas, to identify their research needs. Gather information and requests from end users. Prepare and customize standard reports and routine queries. Verify integrity of the reports. Disseminate higher level tasks such as custom reports, virtual fields and programming to research analyst, programmers and the systems supervisor. *E*
6. Assist and train users in accessing data in current data warehouses such as Cal-Pass, ARCC, Data Mart, Datatel. *E*
7. In conjunction with and under the direction of Information Technology and Research staff, prepare reports with accompanying tabular, graphic and statistical content, and narrative of findings when needed. Assist in developing surveys, documents and questionnaires. *E*
8. Work collaboratively to assist in the preparation of all state required reports, such as MIS reporting, accreditation self studies and other similar reporting requirements. *E*
9. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF: Financial record-keeping procedures; modern office practices, procedures and equipment; applicable software including word processing, spreadsheets and email; correct English usage, grammar, spelling, punctuation and vocabulary; receptionist and telephone techniques and etiquette; collection and organization of pertinent data and information.

Demonstrate knowledge of current principles and procedures of higher-education research planning, design, methodology, and analysis; computerized information systems as they pertain to research, computer software such as statistical analysis, word processing, queries, database management, spreadsheets, graphics, and telecommunications.

ABILITY TO: Make arithmetic computations with speed and accuracy; operate a variety of office machines including a typewriter, calculator, adding machine, scantron and computer including applicable software i.e. word processing, spreadsheets, and email; enter and retrieve data; develop and run routine and standardized queries; check document for accuracy; identify and resolve errors; compose and write letters, memos and reports; communicate effectively both orally and in writing to exchange information in person or on the telephone; understand and follow oral and written instructions; work cooperatively with others; sit or stand for extended periods of time; exercise critical thinking skills in analyzing and interpreting statistical data; work independently with minimal supervision; establish priorities for, plan, and organize a variety of work assignments; accurately interpret institutional policies and procedures; keep information secure and confidential; work cooperatively and effectively in an environment with diverse staff and students.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Associate's degree and (3) three years of years increasingly responsible experience involving related research and analysis activities and projects.

WORKING CONDITIONS

Environment:

Office environment.

EMPLOYMENT STATUS

Bargaining Unit Position

E=Essential Functions

Range 13

Approved 1/18/11