DATA CONTROL ANALYST

CLASS CHARACTERISTICS

Under direction, to review, code and enter data from a variety of specialized documents and records into computer programs; to audit and verify accuracy and integrity of data; to maintain automated and manual records; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Data Control Analyst is a standalone journey level classification used by County departments and divisions for processing large volumes of data into useful information to assist department managers in planning, monitoring and evaluating department operations, finances, billing processes and administrative systems.

The Data Control Analyst is responsible for entering and verifying data, maintaining data files and auditing computer reports for quality control.

The Data Control Analyst differs from the Office Specialist series which performs a variety of clerical support duties; and from the Accounting Specialist series which processes and maintains fiscal, financial and statistical records.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Researches, reviews and prepares source documents for data entry; assigns job codes, project numbers and account numbers; examines documents for accuracy and completeness; corrects coding and mathematical errors.

2. Oversees or performs data entry and quality control activities; proofreads and reviews computer reports to ensure accuracy of data entered; balances values, looks for discrepancies and makes necessary corrections or adjustments as necessary.

3. Requests, audits and interprets computer-generated reports; assists with database management; investigates and corrects problems causing incorrect input or output; processes and distributes reports requested by users.

4. Prepares and verifies statements of income, billings, expenditures, payroll, and charges to other agencies and departments; audits receipts and payments.

5. Performs computer and software file maintenance activities, such as updating records and backing up files; entering data into systems; maintains and stores computer files; may assist in identifying and resolving routine computer software and/or hardware problems.

6. Types miscellaneous correspondence or reports; checks and processes files in accordance with retention schedules.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Data entry and retrieval techniques; principles and techniques of recordkeeping, bookkeeping and cost accounting; standard office practices, procedures, techniques and machines; basic math; English grammar; software applications, equipment capabilities and operating system for assigned computer system; basic principles and practices of data processing.

Skill to: Accurately enter data into an automated system; operate computer hardware and software; type and perform 10-key at an acceptable rate of speed; identify and correct coding and mathematical errors; maintain effective controls and records of computer input and output; read, understand and interpret source documents; work under extreme deadlines; establish and maintain effective working relationships with County employees; communicate effectively, both orally and in writing

WORKING CONDITIONS

May require evening and/or weekend overtime hours.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of one (1) year of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None required.