



CLASSIFICATION NO. 694
Established: 10/91
FLSA: Non-Exempt
EEO: 3

DATA CONTROL ANALYST 2

CLASS CHARACTERISTICS

Under direction, to review, code and enter data from a variety of specialized documents and records into computer programs; to verify, audit and maintain automated and manual records; to assist in coordinating the routine operation and maintenance of a computer system; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Data Control Analyst series is used by County departments 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 2 is the advanced journey level in the series. Incumbents perform a broad variety of routine computer-related maintenance functions and provide basic technical support, diagnostic assistance and training to users of mini computers, micro computers and mainframe terminals. The Data Control Analyst 2 may lead the work of data entry personnel, but generally does not have significant supervisory responsibilities.

The Data Control Analyst 2 differs from the Data Control Analyst 1 which does not have technical support, user training or lead work responsibilities. It further differs from the Office Specialist series which performs a variety of administrative support duties; and from the Accounting Technician series which performs paraprofessional duties to process and maintain 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 data control activities; proofreads and reviews computer reports to ensure accuracy of data entered; balances values and makes necessary corrections or adjustments.
3. Performs computer hardware and software maintenance activities; recovers lost files, reorganizes and backs up files, and transfers files between computer systems; creates program information or display screens; maintains and stores computer discs and tapes.

4. Trains department personnel in the use of standard computer software programs and equipment; responds to user questions and problems related to computer hardware, software and peripheral equipment; coordinates system down time, upgrades and repairs with higher level staff, Data Processing personnel and/or outside vendors.
5. Requests, audits and interprets computer-generated reports; investigates and corrects problems causing incorrect input or output; processes and distributes reports requested by users.
6. Prepares and verifies statements of income, billings, expenditures and charges to other agencies and departments; audits receipts and payments.
7. Types miscellaneous correspondence or reports.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: Software applications, equipment capabilities and operating system for assigned computer system; basic principles and practices of data processing; 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.

Some knowledge of: Principles and techniques of supervision and training.

Skill to: Identify routine hardware, software and equipment problems and refer to appropriate resource for resolution; convey technical information to persons at all levels of ability; direct the work of others; accurately enter data into an automated system; operate microcomputer and mainframe terminal; 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 and outside vendors; communicate effectively, both orally and in writing.

WORKING CONDITIONS

Some positions may require evening and/or weekend overtime hours and availability on an on-call basis.

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 three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications: None Required.

PRE-EMPLOYMENT REQUIREMENTS

Positions within the County's Criminal Justice agencies must successfully pass an extensive background investigation which may include national fingerprint records check; Some positions within Non-Criminal Justice agencies must successfully pass a criminal history check which may include national or state fingerprint records check.

All positions within the County's Criminal Justice agencies must pass a pre-employment drug test.

Driving may be necessary for County business. For position(s) with occasional/incidental driving, incumbents must possess a valid driver's license. Accommodation requests for an acceptable alternative method of transportation will be reviewed on an individual basis in compliance with State and Federal legislation. For position(s) with regular driving, incumbent(s) must also possess and maintain an acceptable driving record throughout the course of employment.