

DATA MANAGEMENT AND REPORT COMPLIANCE ANALYST

DEFINITION

Under general direction, perform complex technical data base development and responsible functions pertaining to state and federal reporting including, but not limited to, the Affordable Care Act, employee sick leave and vacation balances, payroll and accounting functions, record request compliance, state and federal labor reports and other information storage and retrieval activities; plan, organize and develop reports and summaries; perform responsible and specialized accounting functions; perform routine administrative tasks for more than one manager/supervisor; and do other related work as required.

ESSENTIAL FUNCTIONS

Perform a variety of technical functions, research, database creation, maintenance and analysis pertaining to the District's required state and federal reporting including but not limited to the Affordable Care Act, attendance tracking, employee sick leave balances, and vacation balances; perform payroll and accounting functions; prepare periodic reports required for state and federal reporting related to district employee information; maintain computer data and generate technical and complex reports in a variety of formats; prepare charts and graphs; prepare reports utilizing spreadsheet and database applications; submit reports as required; coordinate employee information between a variety of departments; respond to technical questions and provide information regarding routine legal mandates, policies, regulations, and operational guidelines to the public and various public agencies; comply with all mandated deadlines related to reporting requirements.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Organization and planning using databases of employee and benefit information pertaining to accounting and fiscally related record management systems;
Utilization and adaptation of computer software packages for a variety of applications;
Standard office practices, procedures, and techniques;
Laws, rules, regulations, practices and procedures pertaining to information handling including but not limited to, HIPPA;
Electronic data analysis.

Ability to:

Analyze and interpret legal requirements for state and federal employee mandated benefit reporting;
Communicate effectively in oral and written form;
Establish and maintain effective recordkeeping systems;
Make mathematical calculations and verify computations with speed and accuracy;
Effectively operate standard office equipment, computer and peripheral equipment;
Comply with timelines and deadlines;
Establish and maintain a positive, effective working relationship with District staff and others involved in the planning and construction process;
Understand and carry out oral and written directions;
Relate effectively with racially and ethnically diverse staff, students and community.

Skills:

Type at a rate of 40 words per minute from clear, legible copy;
Operate calculator/numeric keyboard efficiently;
Proficient operation and knowledge of computer system;
Expert execution of word processing, spreadsheet, and database applications, Monarch, Access, SQL.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade. AA degree or 48 college semester units in computer science or a related field is preferred.

Experience:

Two years of experience in database management and reporting, project management, accounting, office management, state and federal reporting.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid and appropriate California driver's license; qualify for insurability with the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work may involve lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate general office equipment;
Digital dexterity to operate common office equipment.

Pre-placement Physical: Class I