Job Description

(For Positions in CAW Local 555, Unit 1)

Job descriptions do not include every duty that an individual in a position performs. They are intended to be representative and characteristic of the duties required and the level of work performed. Depending upon the size of the department or unit and its functional activities, incumbents who fall into this category may perform all of the duties listed below or, in the case of large departments or units, may be assigned to designated specialized functions.

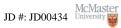|			
JD #:	**JD00434**	Pay Grade:	**5**
JD Title:	**Data Management Assistant (II)**	JD FTE Hours:	**35**
Job Family:	**Data Management**		

General Description

Responsible for providing data management and data entry support services for one or more projects. Maintains the accuracy, integrity, and security of computerized records systems.

Representative Duties & Responsibilities

- Write queries and macros using SQL, Excel, or other similar programs, to generate quality control checks.
- Extract and analyze results and recommend changes to conventions for data management.
- Recommend appropriate codes for the classification of data for assigned projects.
- Oversee the extraction and compilation of data required for reports and disseminate data to research groups and collaborating partners.
- Design report forms and templates that adhere to established questionnaire design and composition standards.
- Respond to inquiries received from project personnel regarding relevant project protocol methodologies, issues, and procedures.
- Propose recommendations for procedure modifications and development in the area of data management, quality control, and assurance.
- Write a variety of letters and memos.
- Participate in site visits to assess data quality assurance.
- Enter data into databases.
- Collect data from various sources such as paper documents, electronic entry systems, and the telephone.
- Maintain the security of all data files.
- Conduct routine verification of data entered into database.
- Identify discrepancies and errors on case report or other forms and present to manager for resolution.
- Validate data by checking for missing, illegible, or invalid information.
- Conduct database searches to find discrepant data or summarize data for purposes of preparing reports.
- Review a large volume of information which may need to be screened, grouped, and summarized according to established criteria.
- Code or classify data using established criteria.
- Retrieve data from databases.
- Word process a variety of documents such as project reports, case report forms, and manuscripts.
- Refer to procedures or project protocol to determine if data conforms to guidelines.
- File, retrieve, and purge documents.
- Attend and participate in group meetings.

Supervision

- Ensure adherence to quality standards and procedures for short-term staff.
- Provide direction to others in how to carry out work tasks.
- Provide orientation and show procedures to others.

Qualifications

- 2 year Community College diploma in Office Administration or related field.
- Requires 2 years of relevant experience.

Effort

Physical Effort:
- A typical work day consists of greater than 3.5 hours of low physical effort for activities such as:
  - Intermittent periods of keyboarding to word process documents and validate data.

- A typical work day consists of up to 3.5 hours of moderate physical effort for activities such as:
  - Entering data into databases.

- Elements of high physical effort are not a regular feature of this job.

Mental Effort:
- A typical work day consists of up to 3.5 hours of routine mental effort for activities such as:
  - Collecting routine information, filing documents, word processing routine documents, and inputting data into databases.

- A typical work day consists of greater than 3.5 hours of moderate mental effort for activities such as:
  - Writing queries and macros to generate quality control checks.
  - Extracting and analyzing results and recommending changes to conventions for data management.
  - Recommending appropriate codes for the classification of data for assigned projects.
  - Identifying discrepancies and errors on case report forms.
  - Developing case report forms.
  - Responding to inquiries received from project personnel regarding relevant project issues and procedures.

- Elements of high mental effort are not a regular feature of this job.

Working Conditions

Physical Environment:
- There are no adverse physical environment conditions inherent to the job.

Psychological Environment:
- Occasionally handles competing requests from multiple sources.

Health & Safety:
- Risk to the incumbent is no higher than for the general population.

JD #:	**JD00434**	Pay Grade:	**5**
JD Title:	**Data Management Assistant (II)**	Total Points:	**376**
Job Family:	**Data Management**		

Factor	Subfactor	Level Rating	Points
Skill	1. Applied Reasoning and Analytical Skills	**4.0**	83
	2. Breadth of Knowledge	**2.0**	13
	3. Adaptation to Change/Updating of Learning	**2.0**	12
	4. Interpersonal Skill	**2.0**	23
	5. Education and Experience	**D2**	56
	6. Dexterity and Coordination	**2.0**	12
Effort	7. Physical Effort	**2.0**	11
	8. Mental Effort	**3.0**	55
Responsibility	9. Planning and Coordination	**2.0**	28
	10. Responsibility for Others	**2.0**	33
	11. Accountability for Decisions Actions Affecting People, Assets, and Information	**2.0**	39
Working Conditions	12. Physical Environment	**1.0**	3
	13. Psychological Environment	**1.0**	3
	14. Health and Safety	**1.0**	5