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 #:	**JD00435**	Pay Grade:	**6**
JD Title:	**Data Management Assistant (III)**	JD FTE Hours:	**35**
Job Family:	**Data Management**		

General Description

Responsible for providing database design and data management support services for one or more projects. Ensure effective database design and maintain the accuracy, integrity, and security of computerized records systems.

Representative Duties & Responsibilities

- Design databases in consultation with researchers, project coordinators, or project stakeholders.
- Modify and reconfigure databases to ensure the optimal storage of data and minimize data entry complexities.
- Write, update, and archive data management and quality assurance conventions.
- Develop presentations and present training sessions.
- Conduct data audits, compile results, analyze and summarize audit findings.
- Recommend modifications to processes related to data collection and data entry conventions and develop implementation plans.
- Gather and compile descriptive summaries which may require the use of software to conduct calculations and complete basic statistical analysis.
- Review case report forms, determine possible protocol deviations, discrepant data, and inconsistent reporting, and write amendment forms identifying these findings.
- Conduct site visits to assess the quality assurance of data.
- Participate in project meetings and propose recommendations for procedure modifications and development in the areas of data management, quality control, and assurance.
- Test case report forms and database capabilities and implement modifications.
- 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, project stakeholders, and collaborating partners.
- Write a variety of letters and memos.
- Word process a variety of documents such as project reports, case report forms, and manuscripts.
- Design case report forms that adhere to established design and composition standards.
- Respond to inquiries received from project personnel regarding relevant project issues and procedures.
- Propose recommendations for procedure modifications and development in the area of data management, quality control, and assurance.
- Enter data collected from various sources such as paper documents, electronic entry systems, and the telephone.
- 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 a minimum of 3 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 enter data into databases.

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

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

Mental Effort:
- A typical work day consists of up to 2 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:
  - Modifying and reconfiguring databases to ensure the optimal storage of data and minimize data entry complexities.
  - Conducting data audits, compiling results, analyzing and summarizing audit findings.
  - Gathering and compiling descriptive summaries which may require the use of software to conduct calculations and complete basic statistical analysis.
  - Reviewing case report forms, determining possible protocol deviations, discrepant data, and inconsistent reporting, and writing amendment forms identifying these findings.

- A typical work day consists of up to 2 hours of high mental effort for activities such as:
  - Designing databases in consultation with researchers, project coordinators, or project stakeholders.

Working Conditions

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

Psychological Environment:
- Occasionally deals with individuals who may be rude or upset.
- Frequently handles competing requests from multiple sources.

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

JD #:	**JD00435**	Pay Grade:	**6**
JD Title:	**Data Management Assistant (III)**	Total Points:	**428**
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	**2.5**	31
	5. Education and Experience	**D3**	60
	6. Dexterity and Coordination	**2.0**	12
Effort	7. Physical Effort	**1.0**	3
	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	**3.5**	80
Working Conditions	12. Physical Environment	**1.0**	3
	13. Psychological Environment	**2.0**	10
	14. Health and Safety	**1.0**	5