DATA MANAGEMENT

Job Family Progression:

This document is meant to support Hiring Managers in identifying and outlining key differences in job duties, responsibilities and requirements as the jobs progress in the job family to easily identify and select the appropriate JD for their area.

Data Management Assistant (I)

Grade 4

Data Management Assistant (II)

Grade 5

Data Management Assistant (III)

Grade 6

McMaster University

Data Management Progression

Data Management Assistant (I) [JD0433]

JE Results
- Grade 4

Education and Experience
- 2 year Community College diploma in Office Administration
- 1 year experience

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

Core Job Duties
- Enter data into databases for the majority of the day.
- 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
- No formal supervision of others is required.

Data Management Assistant II [JD0434]

JE Results
- Grade 5

Education and Experience
- 2 year Community College diploma in Office Administration
- 2 years experience

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

Core Job Duties*
- 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.

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

Data Management Assistant III [JD0435]

JE Results
- Grade 6

Education and Experience
- 2 year Community College diploma in Office Administration
- 3 years experience

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

Core Job Duties*
- 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.
- Oversee the extraction and compilation of data required for reports and disseminate data to research groups, project stakeholders, and collaborating partners.
- 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.
- Enter data collected from various sources such as paper documents, electronic entry systems, and the telephone.

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

*Core job duties identified are in addition to the core job duties of the preceding roles/ levels.

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