

Job Description

Job Title: Data Specialist
Department: Data Service
Reports To: Resource Director
FLSA Status: Exempt

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Date: 1/13/2010

Section 1: Summary of the Position

Responsible for data processing and reporting. Works closely with the project manager to ensure project goals and quality standards are met. Answers data and process-specific questions.

Section 2: Primary Responsibilities

Data Processing

- Processes project data according to established procedures and guidelines
- Prepares data for delivery to customer
- Responsible for performing quality control of data
- Works independently to identify and solve project related problems

Project

- Updates Road Crew and data processing progress sheets
- Ensures all data issues are reported to Project Manager
- Maintains effective communication with Project Manager
- Continuously identify ways to improve methods and increase quality and efficiency

Data Collection

- Fills the role of temporary Road Crew when needed

Section 3: Competencies

Analytical Thinking

Key Behaviors

- Compares data from a variety of sources
- Notices discrepancies and inconsistencies in information and materials
- Breaks down concepts, issues, and problems into their component parts
- Identifies and evaluates many possible solutions for a problem
- Proactively identifies the root causes of problems
- Analyzes costs, benefits, risks, and probability of success of decisions
- Breaks down complex concepts, issues, and problems into their fundamental units

Concern for Quality

Key Behaviors

- Checks accuracy of own work
- Carefully prepares materials, approaches, and resources
- Follows procedures to ensure quality output
- Uses a systematic approach to organize and track quality
- Manages competing demands while striving for quality work
- Encourages people to maintain high standards of quality and thoroughness
- Monitors accuracy and quality of other's work and takes action to correct mistakes
- Balances attention for detail with the overall timeline for completion

Teamwork

Key Behaviors

- Cooperates with team members to build a spirit of unity within the team
- Fulfills commitments to other team members
- Initiates activities and actively participates in decision making processes to achieve goals
- Recognizes the efforts of other team members and values individual differences
- Informs team members of important or relevant information for team success
- Strives to build cooperation between departments and work groups
- Provides others with feedback to help them be better team members
- Understands and utilizes group process techniques to maximize participation and effective group functioning

Section 4: Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specialized Knowledge and Skills Requirements:

Software

Proficient in MS Office. Ability to obtain an advanced understanding of RV Workstation, Arc Map, Arc View, MS Access, POSPAC, and any necessary custom processing applications within 6 months of start date.

Mathematical Skills

Must have the ability to compute rate, ratio, and percent, as well as create and interpret graphs. Must be able to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Education/Experience:

A Bachelor's degree is preferred in a related field such as GIS or Civil Engineering; 2+ years of industry specific experience; or equivalent combination of education or experience.

An Associates Degree in a related field such as GIS or Civil Engineering; and 2+ years of industry specific experience; or equivalent combination of education and experience.

Certificates and Licenses:

Valid Driver's License required for travel to job sites, client and vendor locations within the United States.

Section 5: Travel

Travel Requirement: This position requires 25% travel within the United States of America, via air or road travel in a car, van or truck.

Section 6: Physical and Environmental Demands of the Position

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands, as this position regularly requires 8 hours+ a day of computer terminal work. The employee is frequently required to talk and hear. The employee is frequently, up to 25% of the time, required to sit in a vehicle, use hands, reach with hands and arms, talk, and hear. The employee must occasionally stand, walk, climb or balance, stoop, kneel, crouch or crawl, and lift and/or move up to 50 pounds when evaluating, repairing and inspecting vehicle and system operations while on the road.

Specific vision abilities required by this job include the ability to adjust focus (the ability to adjust the eye to bring an object into sharp focus) and close vision (defined as clear vision at 20 inches or less). The employee is frequently, up to 25% of the time, required to have the additional specific vision abilities required by this job to include peripheral vision (defined as the ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (defined as three-dimensional vision, and the ability to judge distances and spatial relationships), and distance vision (defined as clear vision at 20 feet or more, respectively, all while driving a vehicle or being a passenger in a moving vehicle).

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly working in an office setting. The employee is frequently, up to 25% of the time, working in a moving vehicle, either driving or operating data collection systems while being a passenger in a moving vehicle, and working in an environment with vibration on a regular basis. The employee will occasionally be working in outdoor conditions.

The noise level in the work environment is usually moderate.

Section 7: Disclaimer Statement

The information contained in this job description is intended to describe the essential job functions required of those assigned to this job. It is not intended to be an exhaustive list of all accountabilities, activities, and knowledge needed to perform the job. Please note that job functions are reviewed periodically and are subject to change based upon company business need.

Employee Name (printed)

Employee Signature

Date

CC: Employee
Employee General Personnel File