

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**GREEN WORKFORCE DATA TECHNICIAN**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

*This is a part-time, non-benefitted position funded through a Sub-Award Agreement.*

**SUMMARY DESCRIPTION**

The Green Workforce Data Technician position is under general direction of the Manager of Environmental Scanning Services at the Economic Development and Corporate Training Division. The Green Workforce Data Technician performs a variety of duties involved in the collection, interpretation and documentation of data in support of the California Workforce Needs Assessment in the Green Economy project. This position also compiles the identification and documentation of the Employment Information System (EIS) providers in the State of California.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Coordinate the collection of “green” related educational and training programs offered by the K-12 system, community colleges and community based organizations in California.
2. Procure data through observation, interviews and analysis of records from sources such as web research and input the data inventory of “green” programs using established online system.
3. Compile a list of existing employment information system EIS providers. Maintain the online data inventory of EIS providers and assess the information gaps.
4. Outreach and develop the relationships with the relevant educational and job training providers, EIS providers, and minority-serving organizations to identify and refer best practice programs in “green” workforce training and job placement.
5. Establish working relationships with the agencies and organizations targeted by the Green Economy project, (i.e. Local Workforce Investment Boards, California community colleges and their contact education departments, non-profit workforce training providers, etc.).
6. Tour training facilities (when appropriate) to collect qualitative information about various types of “green” training programs available for communities in California.
7. Interact with community based organizations either in person or remotely (by phone or email) to inquire about the availability of job placement and other support services to disadvantaged populations on a monthly basis.
8. Receive, review, extract and input relevant data information from the raw scripts of oral surveys conducted by researchers into the online inventory of “green” training programs.
9. Collect, categorize and enter data on “green” training programs, including the type of job training or educational programs, regarding location, target audience and available support services.
10. Prepare charts and tables in Excel that summarize inventory data on “green” training programs and Employment Information Systems.
11. Prepare reports of the completed data inventory in accordance with project requirements.

12. Perform related duties as required.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

Operational characteristics, services, and activities of the California Workforce Needs Assessment in the Green Economy project, including the goals and objectives of the project.

Principles and practices of research and analysis in a public or private sector organizational environment.

Pertinent federal, state, and local laws, codes, and regulations that relate to the Green Economy project.

Office procedures, methods, and equipment including computers and applicable software applications such as e-mail, internet applications, presentations, word processing, spreadsheets, and databases.

Principles, practices, and procedures of report preparation.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

#### **Ability to:**

Compile, organize and analyze data and prepare analytical reports.

Work with diverse client populations while displaying effective customer service skills.

Understand, interpret, and apply administrative and office policies and procedures as well as pertinent laws, regulations, and ordinances.

Assist in the coordination of the Green Economy project.

Establish and maintain community relationships.

Perform a full range of complex and responsible program and technical support.

Prepare and compose a variety of clear and concise reports, correspondence and memoranda and maintain accurate files and records.

Build and manipulate spreadsheet tables, sort and filter data sets and illustrate the quantitative data using visual charts.

Plan and organize work to meet schedules and changing deadlines.

Operate office equipment including computers, customized online databases, and supporting word processing, spreadsheet, presentation, and web search software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE GUIDELINES**

#### **Education/Training:**

Graduation or equivalent to completion of a Bachelor's Degree with major study in business, public administration, statistics, mathematics, economics, or a related field.

#### **Experience:**

One year experience in the collection, interpretation and documentation of data.

#### **License or Certificate:**

Possession of a valid California driver's license and the ability to be on the District's Approved Driver's List.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a standard office setting with travel from site to site.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and travel from site to site; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.

Board Approved: April 8, 2010

Range: 43