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| <p style="text-align: center;">Position Vacancy Announcement</p> <p>Today's Date: 05/10/2016 Posting #:8448</p> <p>Job Title: System Technician II</p> <p>Location: Administration</p> <p>Starting Salary: 31,400</p> <p>Status: Full-time, Temporary with Benefits</p> |
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Position Overview:

This is data processing work of a technical and complex nature. The work involves the exercise of independent judgment in making decisions and carrying out prescribed tasks

Typical Examples of Work Performed:

- Works with program operators to collect eligibility documentation, and complete registration of participants for the program.
- Examines and verifies client records and documents.
- Enters customer data, either employer or jobseeker, into the reporting system.
- Creates and prepares automated and manual reports using various tracking systems including statistical data and detailing the status of participants.
- Analyzes data to ensure performance standards are achieved.
- Resolves data discrepancies.
- Edits registrations, services, placements and outcomes in the reporting system.
- Monitors MIS data on line.
- Processes and analyzes computer report data and makes appropriate corrections.
- Acts as liaison with in-house staff and program operators to collect documentation for program start and end dates, credentials received, job placement information, job retention information and to resolve errors.
- Assists in training in-house staff and program operators when needed.
- Prepares correspondence describing problem areas.
- May assist with Eligibility Verification, Data Validation, or conducts research when needed.
- Performs other duties as required.

Key Attributes:

- Ability to interpret and explain management information systems and related State and Federal requirements.
- Ability to analyze data and its impact on performance.
- Ability to develop strategies to improve performance.
- Ability to work independently and follow through to resolve problems related to specific funding.
- Ability to follow written and oral instructions.
- Ability to learn within a reasonable amount of time, the rules, regulations and procedures governing funding titles and tracking/reporting requirements for specified programs and/or funding sources.
- Ability to interpret and apply Federal and State law, regulations and policies governing customer data.
- Ability to communicate effectively both orally and in writing.

- Ability to establish and maintain effective working relationships with co-workers and program operators.
- Familiarity with management information systems used by MOED.
- Knowledge of modern office practices, procedures and personal computer equipment and software
- Ability to work as a member of a team to assure project completion.
- Ability to organize work in order to meet established deadlines.
- Ability to prioritize and handle multiple tasks.
- Knowledge of data systems functions and ability to create system queries.
- Must be computer literate and familiar with word processing, spreadsheet, and database applications (i.e. MS Word, Excel, Access, etc.).

Required Education & Experience:

- High School Diploma or GED.
- Five years of progressively responsible experience including at least three years in MIS/Data Processing environment.
- Or, any equivalent combination of acceptable education and experience.

Special Requirements:

- This position requires site visits to the program operators. Possession of a valid Maryland driver's license and daily access to a motor vehicle is preferred.

Employees receive priority consideration for open positions and must within 5 days of internal posting. All other qualified applicants should submit a resume to the MOED Human Resources Department, 417 E. Fayette Street, Suite 466, Baltimore, MD, 21202; via fax:(410)-752-6625 or , via email: resumes@oedworks.com. Please place job title and posting number in the subject line. MOED is an Equal Opportunity Employer