



Nevada | Placer | Sacramento | Sierra | Sutter | Yolo | Yuba Counties

DATA TECHNICIAN

FULL and/or PART TIME, NON-EXEMPT

GRADE: 13

Effective 1/5/2026

The mission of the Agency on Aging Area 4 (AAA4) is enriching the lives of older adults and people with disabilities by **FOSTERING** networks of support, **ADVOCATING** for individual choice, **COLLABORATING** with others, **ENSURING** equity, and **STRIVING** to do so with conviction.

Formed as a Joint Powers Authority to serve Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba Counties, AAA4 is a Public Agency with non-profit status. Funded by monies from the Older Americans Act (OAA) and various grants, AAA4 creates, supports, and monitors a wide variety of programs for older adults and people with disabilities designed to help them maintain their health and independence. In 2023 the Agency celebrated 50 years of delivering its mission of supportive service to its communities.

AAA4 shares responsibility for the delivery of the services of various Aging and Disability Resource Connections (ADRCs) and is committed to providing warm handoffs to those who reach out for assistance, embracing the No Wrong Door philosophy of client care.

DATA TECHNICIAN

Grade 13, Non-exempt

Reporting to the Program Manager of Contracts and Grants, the Data Technician is responsible for collecting, verifying, analyzing, and uploading data from both in-house and contracted service programs into various databases. The Data Technician organizes and maintains databases, files, and records; verifies the accuracy and integrity of data and reports; reconciles discrepancies; records information; creates and runs queries; and produces a variety of mandated and requested lists, records, graphs, charts, and reports. Collaboration with other departments is essential to ensure data accuracy, consistency, and alignment across the organization. The Data Technician assists in the development, implementation, and maintenance of data reporting systems. The Data Technician, together with the Data Specialist, works closely with funded partners to ensure their understanding of and support for the Agency's data collection efforts.

General knowledge, skills, and abilities

- Understanding of the normal aging process and the common needs/concerns of older adults, people with disabilities, and their caregivers
- Familiarity with the Older Americans Act and Title 22 of the California Code of Regulations
- Ability to communicate effectively and professionally in person, electronically, and/or by telephone
- Excellent organizational and time management skills
- Ability to identify concerns, assess, and problem solve with the general public, stakeholders, fellow employees, and volunteers, to ensure a satisfactory resolution of requests for service
- Computer skills to maintain and report data, work with web-based systems, use Microsoft Office 365 (Windows, WORD, Excel, Access, Outlook, and PowerPoint), use Microsoft Teams, and work in Adobe Acrobat and Docusign
- Ability to perform, organize, and prioritize work independently in the accomplishment of a wide variety of duties

- Ability to work as a member of a team to assure project completion within defined timelines
- Ability to establish and maintain working relationships with individuals from diverse backgrounds
- Ability to work on-site, to telecommute, to work in the field, and attend special events or off-site training and conferences that also may require travel that includes overnight, out-of-town lodging
- Ability to operate with a high level of discretion and strictly adhere to confidential information policies and procedures
- Ability to be flexible and resilient in the face of competing demands and changing deadlines

Job specific knowledge, skills, and abilities

- Skilled in the methods of collecting, organizing, maintaining, and ensuring accuracy of data and information
- Knowledge of database management principles and practices
- Ability to create and organize charts, graphs, and reports from spreadsheets and databases
- Knowledge of and ability to adhere to the fundamental principles and practices of information technology as they relate to confidential data reporting, tracking, and storage
- Collaborate with AAA4 staff and funded partners to exchange and integrate data securely.
- Ability to assist in the development of policies and procedures related to data.
- Ability to prepare and present accurate reports to AAA4 staff, funded partners, and external stakeholders.
- Ability to design and deliver various data training programs to staff, funded partners, and various stakeholders.

Additional requirements

- Required to successfully pass a background check which includes fingerprinting
- Required to be a Mandated Reporter
- Required to maintain the licensure/certification required of the position for the duration of employment with the Agency
- Required to have, if driving on behalf of the Agency, a valid California Driver License, have regular access to a passenger vehicle, and to maintain proof of current automobile insurance
- Required to be accessible electronically during work hours if working away from the office

Employment Qualifications

Either: Possession of a 2-year degree from a college, university, or technical school with major course work in management information systems, data processing, computer science, or a closely related field (preferred)

Or: At least 3 years of directly-related and increasingly responsible experience that would demonstrate ability to successfully discharge the duties of the position.

Physical demands

While performing the duties of this job, the employee is regularly required to sit, stand, walk, twist, and stoop; use hands and arms to grasp and reach; to talk and hear. The employee must occasionally lift and/or move up to 50 pounds (NIOSH application). Required vision abilities include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodation will be made to enable individuals with disabilities to perform the essential functions.