THE CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS

Workforce Role Description
Corporation of the President (COP)
Corporation of the Presiding Bishop (CPB)

General Workforce Requirements:
- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Job Title	Job Code	Grade Level	Approval Date
Data Specialist	50129	CSM	10/6/06

Purposes

This position exists to support and execute processes under the direction of a Data Specialist Senior, Data Analyst, and the team supervisor to resolve routine data problems that exist within the genealogical and temple ordinance databases. Since many problems require coordination with Data Analysts, other divisions or departments and patrons located throughout the world, the Data Specialist 2 will orchestrate the corrections and follow up to ensure the needed steps are completed. The customers of this position are various divisions within the department, other departments, and patrons of FamilySearch. These customers expect prompt, knowledgeable, and accurate handling of data problems, and a professional presence in all aspects of their work.

Responsibilities

40% Analyzes and resolves routine data problems, coordinates more technical data issues with appropriate division or department.

30% Executes processes to resolve complex data and system problems, communicates resolution to patrons and other stakeholders.

15% Trains and supports volunteer staff as needed.

10% Implements solutions to resolve complicated data problems under the direction of a Senior Data Specialist and/or Data Analyst.

5% Provides reports to management and other interested parties.

Qualifications

Two years applicable college and three years of experience in related field or a combination of experience and education.

Experience in Family History related assignment.

Understanding of genealogical and temple ordinance recording databases and processes

Proficient in general operating software and Microsoft programs (Word, Excel, Access, PowerPoint)

Strong organization and communication skills

Strong research and analytical skills

Professional presence in verbal and written communication