Workforce Role Description

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Job code</th>
<th>Grade level</th>
<th>Approval date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spec, Data 2</td>
<td>50129</td>
<td>89</td>
<td>05-16-2011</td>
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</tbody>
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**General Workforce Requirements**

General requirements for the Church workforce:

- Temple worthiness
- Regular attendance and timely arrival at the assigned location

**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.

**Purposes**

Briefly describe why this job exists, who the customers are, and what the customers expect.

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**

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

- **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**

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

- 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