DATABASE ANALYST

JOB SUMMARY:

Under general supervision of the Director of Information Services, performs complex maintenance, coordination, and monitoring of all data related to educational programs and services; serves as the lead and expert for the District's Student Information System (AERIES), the State California Longitudinal Pupil Achievement Data System (CALPADS), Blackboard Connect, Destiny, Aeries.net, SEIS, Edline, and Nutrikids; provides direction and technical assistance to school sites, district departments, and parents in the use of all educational databases; responsible for all state reporting and exporting of data; performs system analysis, design, and documentation of databases.

CLASS CHARACTERISTICS:

This single incumbent class is distinguished from other Information Services classifications in that it is more project oriented with responsibility for the many State mandated timelines throughout the year. The incumbent in this position is responsible for data integrity to ensure accurate reporting at the district, state, and federal levels. Performs specialized complex duties in the monitoring and manipulation of large amounts of data.

REPRESENTATIVE DUTIES (*E denotes an essential function of the job*):

Provide leadership for project management, technical reporting, standards development, and systems administration practices; *E*

Responsible for gathering and coordination of data for State reporting, including but not limited to: California Assessment of Student Performance and Progress (CAASPP), California English Language Development Test (CELDT), Otis-Lennon School Abilities Test (OLSAT), and Physical Fitness Test using the AERIES database; *E*

Integrate databases from existing data sources to meet the access and reporting needs defined by the District and site staff; *E*

Perform regular database system performance monitoring for the purpose of troubleshooting and resolving database-related problems and implement remediation processes; *E*

Monitor databases for accuracy and data integrity; manage and manipulate large amounts of data to generate charts, graphs or reports using Structured Query Language (SQL), Microsoft Word or Excel; *E*

Develop database-related standards, definitions, policies and procedures for optimal performance, security, and recovery; *E*

Write, test, document, and debug programs; *E*

Lead implementation, review and modify functional and procedural changes to the database in order to ensure optimal performance and system availability; *E*

Use higher programming language to write scripts and modify programs, create complex queries using SQL to produce custom reports and disaggregate data; *E*

Serve as the Local Educational Agency (LEA) Contact for Ocean View School District with various responsibilities of maintaining CALPADS information, resolving anomalies and prompting school offices to add/clean up essential student data in AERIES in order to correct errors in submissions, as well as perform weekly reconciliation with the CALPADS database. *E*

Perform data verification, import data from AERIES to the web-based Illuminate application, copy student records, create and maintain student log-ons, teacher log-ons, and administration log-ons *E*

Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning the use of database; *E*

Provide training and support to administrators and staff on data entry procedures, the effective use of data systems and various applications, either one-one-one or in groups; *E*

Provide support, technical advice, and operational assistance in the use of various applications for parents and a variety of district personnel; *E*

Create reports in the asset database for Ocean View employees who need data for reporting and grant writing purposes; *E*

Help facilitate meetings and present specific data input requirements for AERIES to the school administrators and support staff. *E*

Maintain confidentiality of sensitive employee and student information;

Maintain data standards, including adherence to the Data Protection Act;

Perform other duties as required to accomplish the objectives of the position.

SUPERVISION:

Receives general supervision from the Director of Information Services.

Provide leadership and/or guidance and direction to subordinate positions assigned. May coordinate the work of outside contractors providing required services.

MINIMUM QUALIFICATIONS:

Knowledge of:
- Student information systems and supporting programs;
- Knowledge of formal data structure design, relational database design, and file structure;
- Knowledge of principles and techniques of system and programming work, including analysis, design, and documentation;
- Legal responsibilities and restrictions as they apply to access control and security privileges;
- Techniques to test and debug computer programs;
- Advanced knowledge to coordinate very technical support processes;
- Extensive knowledge of network operations, security, and directory services;
- Database administration expertise with contemporary relational databases and a high level of skill with Structured Query Language (SQL) and PL/SQL
- Word processing (MS Word), Excel spreadsheet, Access database, Internet browsers and E-mail computer applications software;
- Documentation standards, including procedures and definitions for metadata;
- Project coordination and planning;
- Business office telephone techniques and etiquette;
- Basic mathematics used in an office environment;
- Standard record keeping, filing systems and procedures;
- Correct English usage, spelling, grammar, punctuation, vocabulary and skills in proofreading;
- Letter, report, and agenda preparation methods.

Ability to:
- Develop and implement large scale database applications;
- Analyze user needs and develop effective systems programs;
- Rapidly learn AERIES database and various application software (including but not limited to CAASPP, CELDT, OLSAT) using the AERIES database and the CALPADS information for the assigning of SSID numbers for all incoming students.
- Learn methods of effectively assisting users in troubleshooting software packages; communicate effectively with users to determine, diagnose and assist in resolving hardware/software problems;

- Operate PC diagnostic utilities to assist in troubleshooting software problems with assigned software;
- Troubleshoot MS Word and AERIES student information database and other software applications;
- Write complex queries (Aeries SQL version and Aeries Access version) to retrieve pertinent student and personnel information from District databases;
- Establish and execute data security standards, procedures, and recovery plans;
- Analyze and document data table relations and its architecture;
- Manage servers and troubleshoot errors, diagnosing and resolving problems;
- Understand and carry out oral and written instructions;
- Analyze a variety of technical problems and develop or apply appropriate solutions;
- Prepare clear, complete and concise report and records;
- Present instructions to individuals and large groups;
- Perform the duties of this position with minimal supervision;
- Establish and maintain effective interpersonal relationships using tact, patience and courtesy.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Associate's degree in Computer Technology or related field is required;
- Graduation from a recognized four-year college or university with a major in Information Technology, Computer Science, Programming, or related field may be substituted for two years of the required experience.

Experience:

- Four (4) years of experience in computer support and configuration, relational databases management or Structured Query Language (SQL). Experience in an educational environment using student information systems is highly desirable.

LICENSES REQUIRED:

Possession of a valid Class C California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

Safely lift, carry, push up to 25 pounds; frequently sits and stands; occasionally walks, stoops, bends and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity

sufficient to see small details in an office environment; uses a computer and telephone; works inside exclusively; may have direct contact with public and other district staff; frequently works with high volumes and tight deadlines without direct guidance from supervisor. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

New classification approved by Personnel Commission 3-13-14