

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: DATABASE ANALYST

Under the direction of the Director of Technology, perform a variety of specialized and complex duties in providing system support to schools and District departments for the management, maintenance and collection of data; ensure compliance with State and federal mandated reporting requirements; serve as primary contact for school sites regarding technical support and serve as liaison between school sites and the District Office regarding the ongoing maintenance of the District Student Information Systems (SIS).

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized and complex duties in providing system support to schools and District departments for the management, maintenance and collection of data including State and federal reporting, student data and personnel data; ensure compliance with State and federal mandated reporting requirements.

Serve as primary contact for school sites regarding technical support, services and implementation of the computerized software systems utilized by the District; serve as liaison between school sites and the District Office regarding the collection, access and distribution of data; advise and assist various departments with meeting data and program needs; communicate with school sites and District departments to verify SIS data reporting requirements.

Serve as primary contact for SIS support; analyze and troubleshoot software issues affecting user systems; answer system user questions, explain system operations and requirements and provide technical and clerical assistance to school sites regarding student information system applications; administer system security including access, permissions and passwords to regulate access to the student information systems and to ensure confidentiality of student records.

Facilitate timely and accurate data collection for State and federal reporting procedures for assigned school sites; submit and analyze CALPADS files for the District; resolve CALPADS validation errors, certification errors and anomalies for the District; continuously review and correct data discrepancies in the student information system to ensure accuracy for State and federal reporting.

Provide technical support for a variety of data needs including Student Information Systems, State mandated tests, educational software and others; compile and track data from various sources; ensure the accuracy and completeness of input and output data; compare data from various sources and identify errors and discrepancies; make corrections, additions and modifications as needed.

Collaborate with Ventura County Office of Education to analyze and resolve software issues affecting system users and participate in the testing of SIS enhancements; provide support for the deployment of SIS enhancements to school sites and gather feedback accordingly; provide one-on-one training in the use of SIS and related enhancements to other District personnel as needed.

Analyze student data, program data, course data, course section data and staff data to ensure proper coding and accuracy for the District in assigned systems; make necessary adjustments and corrections; assist with enrolling and maintaining student data in assigned systems.

Receive and evaluate requests for data; prepare, maintain and provide a variety of records and reports related to assigned activities.

Communicate with a variety of departments and outside organizations to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of standard office equipment including a telephone, fax machine, copier, calculator, computer and assigned software; drive a vehicle to various sites to conduct work.

Participate in and attend local, State and national user group meetings related to assigned activities; attend trainings and conferences to maintain current knowledge of established protocols, regulations, data requirements and collections necessary for student information reporting.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Applicable laws, codes, rules and regulations related to student data and assigned activities including applicable sections of the State Education Code.

Data security standards and practices.

Installation, maintenance and operation of assigned student systems software.

Server and relational databases and query skills.

Database concepts including file specifications and layouts.

Web browsers.

Data collection and analysis.

Federal and State reporting guidelines.

District policies and procedures related to assigned activities.

Basic programming concepts.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping techniques.

Technical aspects of field of specialty.

ABILITY TO:

Perform a variety of specialized and complex activities in the management and maintenance of the student information systems and other assigned systems.

Provide user support and training to District staff and users of the student information systems.

Troubleshoot and resolve systems malfunctions or other errors.

Read and interpret complex and technical reports, manuals and related materials.

Analyst user requests and evaluate system applications.

Read, interpret and apply technical documentation and State and federal laws and procedures.

Create, maintain and update object reports.

Maintain data integrity and prepare backup data files.

Maintain confidentiality of privileged information.

Understand and follow oral and written instructions.

Communicate effectively both orally and in writing.

Work effectively and cooperatively with others.

Prepare and maintain records and reports.

Meet schedules and timelines.

Plan and organize work.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent, supplemented by two years of college-level coursework in information technology or a related field and five years of increasingly responsible experience in student information system or other database operations.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor environment.

Driving a vehicle to conduct work.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Ability to see to view a computer monitor.