

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE: Database Specialist

**BASIC FUNCTION:**

Under the direction of the Director of Information Technology, provide support for users of our student information system; create and maintain databases; execute customized queries and reports using the student information system and assessment results provided by assessment publishers; assist end-users in doing queries; retrieve data from the system in a form useful to school sites; maintain a timeline of all end-user functions, such as progress reports, report cards, scheduling and summer school; support users over phone and web; and perform related work as required.

**DISTINGUISHING CHARACTERISTICS:**

**REPRESENTATIVE DUTIES:**

1. Support end-users in the use of student information system and related programs.
2. Develop and troubleshoot pre-identification file for creating bar-codes and download test data into student information systems.
3. Prepare California Longitudinal Pupil Achievement Data System (CALPADS) file and work with school personnel to verify student data for submission to state.
4. Create the District data file from the data of the individual schools.
5. Create and maintain separate databases for summer school programs.
6. Assist end-users to access information housed in data warehouses.
7. Assist end-users by developing and maintaining timelines and check-off sheets for requested functions.
8. Assist staff to operate more efficiently, allowing them to spend more time on value-added activities rather than redundant data entry requests.
9. Monitor integrity of databases.
10. Create and implement advanced queries to achieve desired results, test data, including testing and correcting queries to ensure proper form of input/output data.
11. Participate in review and definition of project areas including meeting and communicating in writing to end-users the resolution of processing problems, or as related to, new service requests.

12. Execute periodic procedures necessary to maintain the database and/or to serve end-users.
13. Coordinate pickup and delivery of computer equipment.
14. Act as a liaison between users and vendors for computer equipment repair.
15. Maintain the Technology Help Desk.
16. Perform other related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current technology, software applications, office practices and record keeping methods

Methods used in compiling complex statistical reports

Data processing terms, practices and procedures

Logical steps in operating systems and record management

Microsoft Office Suite of applications

Troubleshooting techniques and tools

PC software and hardware

File and Folder structure of the Student Information System

Interpersonal skills using tact, patience and courtesy

Correct English usage, spelling, grammar, punctuation and composition

Current office methods, procedures and equipment, data entry, fax operations, duplicating machines

**ABILITY TO:**

Understand and interpret rules and written directions and apply to specific situations

Detect errors in printed output or equipment operation

Plan, organize and control assigned projects

Develop and maintain cooperative working relationships with staff and others

Work independently with little direction

Perform duties effectively with many demands on time and constant interruptions.

Communicate effectively both orally and in writing

Train and provide work direction to others as related to student information system and related programs

Work confidentially with discretion

Lift objects weighing up to 25 pounds

Type at 45 words per minute from clear copy

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of increasingly responsible experience in data base management, preferably with networked computers using relational databases.

**LICENSES AND OTHER REQUIREMENT:**

Possess and maintain a valid California Driver's License (Class "C" minimum) and remain insurable at the standard insurance rate.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Driving to various locations may be required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; occasionally kneel, crouch, bend, stand, and work with arms above shoulder level; work at computer for extended periods of time requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; lift, carry, pull, and push up to 25 lbs.; typical office environment subject to tight deadlines and working in difficult interpersonal situations.

SALARY RANGE: 89

ADOPTED BY PERSONNEL COMMISSION: November 30, 2005

ADOPTED BY BOARD OF EDUCATION: December 12, 2005