	Classified Position Description	Initial Date: September 3, 1998
	Data Systems Analyst	Board Approval: January 14, 2014 Revision Date: January 14, 2014 Personnel Commission: January 15, 2014 Range: 58
	(Formerly Data Network Technician)	**Reports to Director of Technology**

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Under the supervision/direction of the Director, Information Systems, the Data Network Technician is responsible for all aspects of the District's student database information systems and for providing help/information to instructional and support staff relating to selected computer hardware and software applications.

DISTINGUISHING CHARACTERISTICS:

Positions allocated to their job class are responsible to all District staff to provide information relative to new technologies and improved hardware/software products as they relate to the District student database systems. Incumbent is responsible for the operational status of the District's student information systems, including student attendance data and reporting.

REPRESENTATIVE DUTIES:

- Assists with all data related planning and provides training to staff in all aspects of the District's student database systems.
- Responsible for the development of a procedures manual for student database operations and to work with staff to expand site student record keeping capabilities.
- Provide training to District staff in the utilization of District hardware/software with an emphasis on staff members who are users of the District's student information systems.
- Assists in the development and evaluation of technology use courses.
- Provide student data as needed for preparation of state and county reports.
- Provide support to the District and site-level technology committees as needed.
- Performs related duties similar to the above scope and functions as required.

EMPLOYEE STANDARDS:

Knowledge, Skills and Abilities Required;
- Ability to see with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Skill in training/focusing on the acquisition of job-related skills for staff/students.
- Ability to communicate effectively in both oral and written form.
- Skill in exercising good judgment and necessary caution in the performance of assigned duties.
- Skill in establishing and maintaining effective work relationships with those contacted in the performance of assigned duties, skill in working with students.
- Ability to provide leadership in the pursuit of effective and efficient ways to best implement the objections of the District's technology plan.

WORKING CONDITIONS:

- Light to moderate stress level.

ENVIRONMENTAL CONDITIONS:
- Work environment primarily indoors, occasional work outdoors.

CONTACTS:
- Daily contact with students and District staff.
- Occasional contacts with parents, community members and outside agency personnel.

EDUCATION AND EXPERIENCE:
Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. A typical way to obtain these would be:
- Two years of college or high school graduation with two years technology experience.
- Four years of increasingly responsible network information/training experience.
- Technology experience beyond four years may be substituted for two years of college on a year for year basis.

OCCUPATIONAL CERTIFICATES/LICENSES:
- Possession of a valid California driver's license.

EMPLOYMENT STANDARDS:
Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.