

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: DATABASE INFORMATION ANALYST, Grade 62

DEFINITION:

Under general direction, plans, designs, implements and oversees database and information applications servers. Creates complex queries to manage and monitor data and systems access and use, and supports end users. Ensures that security protocols and systems are in place and effectively defend data and information systems against unauthorized access.

REPRESENTATIVE DUTIES:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ESSENTIAL FUNCTIONS:

Work across business units to research and analyze end-user data and systems needs in order to plan, design, test and implement databases and information systems applications.

Develop and deploy reports, stored procedures, triggers and complex SQL queries using Microsoft SQL Server and Microsoft SQL Server Reporting Services.

Assists with Data Warehouse and Business Intelligence Architecture design.

Researches and analyzes existing file structures, access methods and data relationships to manage and design databases that are consistent with Data Governance Standards.

Assists with, monitoring, tracking, and responding to requests for data queries and reports.

Monitors the health of all database and information systems servers to ensure security and integrity, maximize performance and minimize downtime.

Creates and utilizes SQL scripts to monitor system usage and recommends systems and/or processes to effectively manage traffic across applications servers.

Researches and analyzes existing file structures, access methods and data relationships to manage and design databases that are consistent with changing design standards.

Prepares and maintains database and systems design schematics, and train and assist end users in the availability and use of databases and information systems.

Evaluates the impact of any new or changed databases and applications to determine their effect and/or relationship to existing data and applications.

Monitors and manages security protocols for assigned databases and systems to defend against unauthorized access, use, modification or destruction of database and information systems servers. Determine and assign security access and protocols for end users.

Performs and administers system configurations and performs programming tasks as needed to support system configurations and implementations.

Plans and coordinates Data Warehouse needs and assists with the development of Business Intelligence.

Assists with disaster recovery planning for databases and information systems and participates in disaster recovery tests.

NON-ESSENTIAL FUNCTIONS:

Perform related duties as required.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None.

EDUCATION AND EXPERIENCE:

Any combination equivalent to college-level coursework in computer science, information systems or a related field, and a minimum of two to three years of work experience performing comparable duties with emphasis on database design and management, data security and system configuration.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Database management systems and database management tools, such as Microsoft SQL Server, Microsoft SQL Server Management Studio and SQL Server Integration Services

Web application frameworks, such as SharePoint

Software design concepts, general testing and debugging methods and database management techniques

Windows Operating System Administration

Data Warehouse and Business Intelligence solutions

Data analysis

Data and systems security standards and practices

ABILITY TO:

Troubleshoot, analyze and resolve problems

Develop and maintain computer programs/scripts

Communicate effectively, both orally and in writing

Meet schedules and timelines

Work independently and as a member of a team

Establish effective working relationships with those contacted in the course of work

Demonstrate attendance sufficient to complete the duties of the position as required

WORKING CONDITIONS & PHYSICAL ABILITIES:

Environment:
Office environment.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects.

DISTINGUISHING CHARACTERISTICS:

None.

Established: 07/14

Revised: 09/18

Approved by Personnel Commission: July 16, 2014