DATA ANALYST

JOB SUMMARY

Under the direction of the Director of Information Technology, perform a variety of complex duties in the analysis, design, programming, testing, implementation, training, and maintenance of the District's administrative, instructional support, and database systems; ensure the security and integrity of data for reporting and procedural accuracy, and provide district departments and personnel with information technology and procedural solutions to support specific functionality requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide top tier support to all district departments and personnel.
- Undertake project level responsibilities on application and integration projects, to include planning, development, implementation, and maintenance.
- Establish all necessary Application Program Interfaces (APIs) to successfully integrate new developed systems or third-party applications.
- Evaluate new systems for user requirements, permissions and general troubleshooting needs.
- Identify and correct inaccurate, inconsistent, or incomplete data to ensure integrity and security of data from all users in the district.
- Develop, maintain, and update systems and end-user documentation of new and change applications in accordance with established standards and procedures.
- Communicate corrections to specific users for consistency and assist with training when necessary to meet procedures and reporting requirements.
- Perform program and database analysis to establish specifications and programmed system solutions.
- Perform complex and highly specialized data analysis.
- Create and/or revise complex reports, letters, requisitions, purchase orders, and forms.
- Prepare reports, by researching, analyzing and summarizing information and data from various sources.
- Assist with various reports and queries for district, state and federal reporting procedures.
- Enter data from various sources or documents between internal staff and/or outside agencies to ensure security of systems.
- Establish and maintain complex numerical, alphabetical, and subject matter files.
- Use standard application systems, as they relate to uploads and extracts.
- Assist and maintain mass communication systems (ie: Blackboard/ParentLink).
- Assist and maintain student assessment metrics systems (ie: Performance Matters).
- Attend training sessions and disseminate information related to the District's platforms.
- Provide specific information to the general public and District personnel regarding the District's policies and procedures.
- Receive, interview, and screen callers.

- May assist in preparing Board of Trustee agenda items.
- Serve as a technical resource to the Information Technology Department.
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:
- Relational database concepts, Object Oriented Programming (OOP), Structured Query Language (SQL), Open Database Connectivity (ODBC), FileMaker (Pro, Server, Go), and Automation Scripting Languages (ASLs); CALPADS, PeopleSoft, PowerSchool, SEIS and/or any platforms that are used for these specific needs
- Student Information System (SIS) and State Validation information and Special Education Data System (SEDS) and State Validation information
- Attendance and Grading information
- Data quality verification and manipulation
- Various data systems, queries, reports and basic troubleshooting techniques
- Proficient knowledge of principles, concepts, methods of applicable computer and network technology, standard microcomputer operating systems and software used in a network environment/school environment
- District policies and rules and regulations, and selected sections of the Education Code
- Organization and management of office functions
- Modern office methods and equipment including computers, filing systems, receptionist and telephone techniques, letter and report writing, and proofreading
- Interpersonal skills using tact, patience, and courtesy
- Oral and written communication skills
- Correct English usage, spelling, grammar, punctuations and arithmetic

Ability to:
- Learn and use new programming languages and techniques
- Analyze complex administrative functions and information requirements
- Provide analytical and technical direction and decision
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists
- Develop efficient and secure systems
- Work in a team development environment
- Compose technical documentation, correspondence, and memos independently
- Meet schedules and timelines
- Be flexible, patient, and work well under pressure
- Maintain confidentiality and use discretion
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Communicate effectively orally and in writing
- Learn the procedures, functions and limitations of assigned duties
- Establish and maintain cooperative relationships
- Perform complex secretarial and clerical work involving independent judgment
- Devise or adopt office procedures to changing organizational needs
- Use tact, diplomacy, discretion and confidentiality as necessary
- Compose correspondence independently
- Type at a corrected speed of 60 words per minute
- Work independently and be flexible
- Read, understand and apply general instructions and related technical information

- Learn and effectively use various database systems specific to District needs
- Operate and use computers and related peripheral equipment
- Maintain regular and consistent attendance

EDUCATION AND EXPERIENCE

Education:
- Bachelor's degree in a directly related field OR any combination of education, experience, and/or training equivalent to graduation from a recognized college or university.

Experience:
- Recent experience with database tools, data manipulation, report implementation and operational techniques is required.
- Recent experience in managing student information systems is desired.
- At least 2 years of increasingly responsible experience in data systems applications and database operations including report design and implementation acquired through some college level course work in data processing or related field or any combination of training and experience with the desired qualifications.

WORKING CONDITIONS

Environment:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Office Environment
- Daily contact with district and school staff
- Frequent interruptions
- Moderate stress level

Physical Abilities:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate

- Travel between school locations
- Hearing and speaking to exchange information
- Seeing to perform assigned duties
- Sitting or standing for extended periods of time
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies
- Lifting objects up to 25 pounds

OTHER

Possession of an appropriate, valid California driver's license and employee-provided transportation

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position. Type at a net corrected speed of 60 words per minute.

CLEARANCES

- Fingerprint Clearance
- Physical and Drug Screen Clearance - Physical and Drug Screen will be at district expense and must be obtained at district contracted facility
- TB Clearance

Range: 16.5

Approved: May 3, 2022