2/25/2020
September 2016
FLSA: Non-Exempt
Range: 20

DATA SYSTEMS SPECIALIST II

DEFINITION

Under the direct supervision of the Assistant Superintendent for Educational Services, plans and carries out research and development projects to improve efficiency and service levels in department operations; designs and develops dashboards for assessment and Local Control Accountability Plan (LCAP) data; manages the district's student information system (SIS), SQL databases, state and federal data systems including the California Longitudinal Pupil Achievement Data System (CALPADS) and California School Information Services (CSIS); is responsible for upgrades, security, and backups for assigned data systems; creates automated linkages to other systems; plans and conducts meetings with clerical staff who manage the student information system at the site level.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Assistant Superintendent. May exercise technical supervision and provide training to lower-level staff.

CLASS CHARACTERISTICS

This classification is responsible for performing the full range of application and database support, serves as a second level responder to help desk issues, and may provide technical supervision over lower level staff. This classification is distinguished from the Department Systems Specialist I in that the latter performs routine computer application and database support duties.

~~EXAMPLES OF~~ ESSENTIAL JOB FUNCTIONS

Performs research and project development to increase efficiency of department operations and to improve data presentation to stakeholders.

- Performs complex database queries and produces reports in a variety of electronic formats; uses Microsoft Excel and other software tools to process data and to create charts, etc.
- Defines data sets, configures dashboard items, and develops SIS analytics tools.
- Serves as the database administrator for SIS, including the creation and administration of security roles and groups; designs and implements disaster recovery plans; and performs data restoration, including single table restorations.
- Performs Structured Query Language (SQL) backups and maintenance tasks; updates and installs software; configures database software and writes routine SQL script as necessary.
- Performs advanced queries through SIS or directly into the SQL database; writes Visual Basic for Applications (VBA) macroscripts to automate batch processing of large data sets; and uses SQL and other applicable programming languages and utilities to develop forms, reports, and procedures.
- Implements business intelligence solutions for the Education Services Department in order to increase organizational understanding of information stored in multiple systems and improve data communication.
- Implements public and internal interfaces with data systems; automates database connections between SIS and a variety of software; and writes and maintains a variety of batch import/export scripts.

- Monitors database size and allocates additional space as needed; plans and executes data migration processes; conducts the annual SIS rollover, tests data integrity and performs other data processing tasks.
- Uses tools such as Excel and other Microsoft Office components, **Tableau,** SQL, and other tools to add data to fields, format fields, concatenate data, and to perform other data processing tasks. **Creates scripts with necessary languages to automate batch processing of large datasets.**
- Responds to second level help desk requests.
- May provide instruction to subordinate employees in the interpretation and application of laws, regulations, policies, and procedures; and acts as a technical resource on more difficult problems or specialized issues.
- Monitors database size and allocates additional space as needed; plans and executes data migration processes; conducts annual SIS rollover and tests data integrity; establishes daily and periodic database backups and archive copies; establishes daily management of logs and backups; interfaces with vendor support technicians.
- Ensures the timely and accurate transfer of data between the SIS and the California Longitudinal Pupil Achievement Data System (CALPADS) in accordance with state reporting requirements and other needs, and troubleshoot and resolve issues in this area.
- Develops systems for the efficient administration of user accounts and passwords.
- Conducts meetings with staff and users to ensure soundness of design and programs and that requirements and standards are met.
- Complies with district technology policies and district data security policies and procedures
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practice of databases administration.
- Maintenance and operation of electronic databases.
- SQL and programming/scripting.
- SQL server database administration.
- Advanced Excel software with emphasis on higher level skills such as VLOOKUP, formulas, formatting, and pivot tables.
- Regulations and procedures related to specific systems utilized.
- Modern office practices, methods, and computer equipment and applications, including word processing, database, and spreadsheet applications.
- Personal computers, local and wide area network operating systems, and Microsoft domain systems and servers.
- Interpersonal skills using tact, patience, and courtesy.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of service by effectively dealing with parents, students, and District staff.

Ability to:

- Maintain complex data integrity and computer databases.
- Upload and download data without errors and recognize and correct errors when they occur.
- Provide training to various end users.
- Lead and train subordinate employees.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.

- Operate modern office equipment including computer equipment and specialized software application programs.
- Work in a fast-paced office environment; organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to an Associate degree in management information systems, information technology, computer science, or a closely related field and three (3) years of increasingly responsible experience performing database administration duties. Additional college level training in database administration and closely related fields may be substituted for experience. Associates degree preferred

Licenses and Certifications:

- Valid California Driver's License

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment to actively support the needs of the assigned students as well as use standard classroom and office equipment, including a computer; vision to observe student and read printed materials and a computer screen; and hearing and speech to respond and communicate in person and over the telephone. Finger dexterity is needed to provide personal assistance to students in daily activities; access, enter, and retrieve data using a computer keyboard or calculator; and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, reach, run, climb, and walk on uneven surfaces to provide personal assistance to students in daily activities. Employees must possess the physical stamina and ability to regularly lift up to 40 pounds, and push and pull objects and equipment up to 40 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.