

**27J SCHOOLS  
EXEMPT POSITION JOB DESCRIPTION**

**Job Title:** Data and Software Analyst  
**Date Prepared or  
Last Modified:** December 2020  
**Work Year:** 12 months  
**Department:** Technology  
**Reports To:** Chief Information Officer

**SUMMARY:** MS SQL Database operator, including Reporting Services, support of Infinite Campus, including end user training and mentoring of building support staff. Support for a broad range of networked applications, including back end database support as well as maintenance and support of the network application and supporting software. Project management on new software rollouts, from user requirements to maintenance, designing and implementing custom tools.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 30% Resolve problems reported by and special requests from end-users with existing production systems, including create and maintain maintenance plans; troubleshoot root cause failures; create and maintain SSIS packages; monitor database and log file growth to ensure adequate storage capacity is available for optimal performance and expand when necessary; work with vendors and end users to ensure proper access is provided to the SQL server environment.
- D 20% Data integration between Infinite Campus, VersaTrans, Destiny, Alpine, Educlimber, Revtrac, Naviance, Lexia and other curriculum programs..
- D 5% Design, develop, deploy and support large scale SSIS packages, including data quality and testing.
- W 10% Design, develop, test, deploy and support customized reports, using Microsoft SQL Reporting Services and Microsoft Visual Studio, integrating data from multiple sources, including, but not limited to, government reporting to CDE and Civil Rights Data Collection.
- W 5% Manage VersaTrans RoutePlanning and FleetVision data and applications in conjunction with the Transportation and Finance departments.
- D 4% Manage and monitor database performance and resolve production data load issues as they occur. Provide technical and application support for databases and programs.
- D 3% SQL Server administration, maintenance and management in support of multiple network applications including Infinite Campus, VersaTrans, Destiny.
- D 3% Manage new software roll-outs, including project management from user requirements and evaluation through implementation and maintenance.
- W 3% Evaluate application patches and upgrades and make recommendations regarding the schedule and deployment of these patches and upgrades. Collaborate with end-users and leadership teams to maintain applications' current functionality.
- W 3% Analyze and evaluate software updates, changes and enhancements, identify user impact, and decide on schedule and implementation of the updates.
- W 3% Compare and analyze data to support the data integrity of the District's student information database system.
- D 3% Develop and keep current the business standards, programming procedures and techniques. Maintain software versioning and continuity.

- D 3% Champion data quality standards and ensure those standards are incorporated into the design and data processing for data warehouses.
- D 2% Provide support to Infinite Campus end users in the use of the Infinite Campus Student Information applications and tool functionality
- W 1% Create application- and project-specific documentation.
- A 1% When requested, serve on new employee interview/selection teams.
- Ongoing 1% Other duties as assigned

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING:** Bachelor’s degree or above or the equivalent experience and/or training in computer science or a related field.

**EXPERIENCE:** Over 3 years of experience with Infinite Campus as a database administrator and application manager, Database management with Microsoft SQL Server 2012 and 2016, including SQL Reporting Services (SSRS) , IIS and Apache Tomcat web/application servers, project management, and technical training and writing/document preparation.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Good communications and project management skills. Infinite Campus as a database administrator and application manager, Microsoft SQL Server 2012 and 2016, including SQL Reporting Services (SSRS) and SQL Integration Services (SSIS) , IIS and Apache Tomcat web/application servers, project management, and technical training and writing/document preparation

**CERTIFICATES, LICENSES, & REGISTRATIONS:** Microsoft Certified Technology Specialist – SQL Server 2012 or 2016 (MCP) preferred.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** This job has no supervisory responsibilities. Acts as a technical resource across the district for staff by providing support and training on network and database applications.

**JUDGMENT AND DECISION MAKING:** Work is assigned by Chief Information Officer. This position requires thorough technical knowledge, analytical skills, project and time management skills and problem solving to provide accurate, timely and appropriate support and training for various levels of end-users. Decision making requires collaboration with the Director and the rest of the Technology Department, and application end-users. Supervisor is involved only in major decisions.

**DIVERSITY OF DUTIES:** Duties require thorough cross-training in Microsoft operating systems, network applications, web server software, Microsoft SQL Server, iSeries OS, project management and strong interpersonal, communication and relationship-building skills. Thorough understanding of desktop and server operating systems, web applications, databases and related applications. Ability to train non-technical users on the use of network applications. Ability to create technical documentation. This position involves contact across the district.

**SAFETY TO SELF AND OTHERS** Low exposure to self due to repetitive motion injuries due to keyboarding.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS** While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; smell or taste. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The noise level in the work environment is usually quiet. There is an occasional risk of electrical shock in this position.

**MENTAL FUNCTIONS** While performing the duties of this job, the employee is regularly required to use interpersonal skills; to compare, analyze, communicate, copy, coordinate, instruct, compute, synthesize, and evaluate. The employee will frequently be required to compile and negotiate.