



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission

Committed to ensuring a dynamic and collaborative learning community that prepares students for lifelong success!

Database Analyst

JOB SUMMARY:

Under general supervision of the Director of Information Technology, serves as the lead and expert for the District's Student Information System (SIS i.e. AERIES) and the California state student demographic data system (i.e. State California Longitudinal Pupil Achievement Data System - CALPADS); performs complex maintenance, coordination, and monitoring of all data related to educational programs and services; provides direction and technical assistance to school sites, district departments, and parents in the use of all educational databases; responsible for all state reporting and exporting of data; performs system analysis, design, and documentation of databases while using reporting tools which provide for efficiency and improved programs district-wide.

CLASS CHARACTERISTICS:

This single incumbent class is distinguished from other Information Services classifications in that it is more project oriented with responsibility for the many state mandated timelines throughout the year. The incumbent in this position is responsible for data reliability to ensure accurate reporting at the district, state, and federal levels. Performs specialized complex duties in the monitoring and manipulation of large amounts of data while maintaining the integrity of confidential student and staff data.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

Essential Duties:

- Serve as the Local Educational Agency (LEA) Contact for Ocean View School District with the various responsibilities of maintaining CALPADS information, administering CALPADS district access, resolving anomalies and prompting school offices to add/clean up essential student data in AERIES in order to correct errors in submissions, as well as monitor weekly reconciliations with the CALPADS database; responsible for the final certification of CALPADS Fall 1, CALPADS Fall 2 and CALPADS End of Year State Reports;
- Responsible for the gathering and coordination of data for State reporting, including but not limited to: Enrollment and student data (AERIES), National School Lunch Program (NSLP) qualified students (TITAN), special education enrollments and services (SEIS), certificated staff assignments (HR2.0), and English language learner data (TOMS – Test Operations Management System);
- Develop database-related standards, definitions, documentation, policies, and procedures for optimal performance, security, recovery, and reporting; perform regular database system performance monitoring for the purpose of troubleshooting and resolving database-related problems and implement remediation processes to ensure optimal performance and system availability;

- Monitor databases for accuracy and data integrity; manage and manipulate large amounts of data to generate charts, graphs, or reports using Structured Query Language (SQL), Microsoft Excel, and Word;
- Using SQL scripts for data extraction/disaggregation, current Business Intelligence (BI) reporting tools (i.e. Microsoft SSRA, Microsoft Power BI, Tableau), and JavaScript Object Notation (JSON) files/Excel spreadsheets created through the student information system (AERIES) and other systems, provide custom up-to-date reports (On Demand) as needed by the district and site staff;
- Coordinate data verification and the integration of databases with AERIES to applications including but not limited to: Illuminate, Clever, SEIS, TITAN, HR2.0, Raptor, Alexandria, Illuminate, Parent Square, and Peachjar;
- Establish, coordinate, and document data procedures required in all databases and applications for the transfer of data at the end of the school year to summer school and the start of the new school year;
- Provide leadership, coordinate training, and perform database-related changes necessary for any design changes/upgrades to our Student Information System (AERIES);
- Establish and execute procedures for the timely generation and maintenance of student and staff Clever and Aeries logins/accounts;
- Provide leadership using systems analysis and design, programming tools, and training to implement innovative ways to improve efficiency, data accuracy, and communication within the district and its stakeholders;
- Participate, coordinate, or conduct a variety of meetings, staff developments, committees, trainings, workshops, and/or conferences in order to present materials and information concerning the use of our databases and various applications as well as proper data entry procedures;
- Maintain the confidentiality of sensitive employee and student information and establish procedures for data sharing/reporting that fall within state and federal guidelines including adherence to the Data Protection Act;
- Perform other duties as required to assist with Information Technology needs.

SUPERVISION:

Receives general supervision from the Director of Information Technology.
 Provides leadership and/or guidance and direction to subordinate positions assigned.
 May coordinate the work of outside contractors providing required services.

Minimum Qualifications:

Knowledge of:

- Student information systems and supporting programs;
- Knowledge of formal data structure design, relational database design, and file structure;
- Knowledge of principles and techniques of system and programming work, including analysis, design, and documentation;
- Legal responsibilities and restrictions as they apply to access control and security privileges;
- Techniques to test and debug computer programs;
- Advanced knowledge to coordinate very technical support processes;

- Extensive knowledge of network operations, security, and directory services;
- Database administration expertise with contemporary relational databases and a high level of skill with Structured Query Language (SQL) and PL/SQL;
- Modern office practices, procedures, terms, and equipment including proficient knowledge of Microsoft word processing, spreadsheet, presentation, database, email and internet computer applications;
- Documentation standards, including procedures and definitions for metadata;
- Project coordination and planning;
- Business office telephone techniques and etiquette;
- Basic mathematics used in an office environment;
- Standard record keeping, filing systems and procedures;
- English usage, spelling, grammar, punctuation, vocabulary, and skills in proofreading;
- Letter, report, and agenda preparation methods.

Ability to:

- Develop and implement large scale database applications;
- Analyze user needs and develop effective systems programs;
- Rapidly learn AERIES database and various application software using the AERIES database and the CALPADS information for the assigning of Statewide Student Identifier (SSID) numbers for all incoming students;
- Learn methods of effectively assisting users in troubleshooting software packages; communicate effectively with users to determine, diagnose, and assist in resolving software problems;
- Troubleshoot MS Word and AERIES student information database and other software applications;
- Write complex queries (AERIES SQL version and AERIES Access version) to retrieve pertinent student and personnel information from District databases;
- Establish and execute data security standards, procedures, and recovery plans;
- Analyze and document data table relations and its architecture;
- Assist with managing servers and troubleshoot errors, diagnosing and resolving problems;
- Understand and carry out oral and written instructions;
- Analyze a variety of technical problems and develop or apply appropriate solutions;
- Prepare clear, complete, and concise report and records;
- Present instructions to individuals and large groups;
- Perform the duties of this position with minimal supervision;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience, and courtesy in a manner that reflects positively on the District;
- Understand, be sensitive to, and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities, and sexual orientation of students, parents, teachers, administration, and staff.

EMPLOYMENT STANDARDS:

Education:

- High school diploma or equivalent;
- Associate degree in computer technology or related field is required;

- Graduation from a recognized four-year college or university with a major in Information Technology, Computer Science, Programming, or related field may be substituted for two years of the required experience.

Experience:

- Four (4) years of experience in computer support and configuration, relational databases management or Structured Query Language (SQL);
- Experience in an educational environment using student information systems is highly desirable;
- Knowledge of, or experience working with a high-level programming language such as Python and use of JSON files for data transfers is highly desirable.

LICENSES REQUIRED:

Possession of a valid Class C appropriate California Driver License.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

Safely lift, carry, push up to 25 pounds; frequently sits and stands; occasionally walks, stoops, bends, and reaches over head; repetitively uses fingers on both hands simultaneously; communicates clearly and is able to understand normal voice conversation; visual acuity sufficient to see small details in an office environment;

Work Environment:

Uses a computer and telephone; works inside exclusively; may have direct contact with public and other district staff; frequently works with high volumes and tight deadlines without direct guidance from supervisor.

SALARY RANGE

Range 47

Classified Bargaining Unit

New classification approved by Personnel Commission 3/13/14

Updates approved and salary range reallocation from 45 to 47 recommended by Personnel Commission 11/9/23