Position: Research and Data Analyst IV/Database Administrator	FSLA: Non-exempt
Department: Research and Data	Salary Grade: 30
Reports to: Coordinator of Research and Data or Designee	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY

The Research and Data Analyst position consists of four levels of increasing responsibility and skill. At this fourth level, the Database Administrator is responsible for planning, developing, analyzing, implementing, and maintaining databases and information systems; solving increasingly complex issues with and between the district's information systems and databases; and preparing data files and other reports from district information systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

- Performs applications support duties for the student information system and other core enterprise applications
- Compacts, repairs, backs-up and performs database maintenance, administration and recovery on applications databases
- Maintains tables and database structures
- Uses query tools to develop and generate reports
- Leverages knowledge of current data warehouse and software development methodologies to maintain the data warehouse
- Creates reports based on ad hoc and prepared queries and requests
- Manipulates, transfers and stores data in network, internet and intranet environments
- Assists network personnel in setting up websites and associated databases on sites served by the intranet
- Trouble-shoots user problems related to the district's database applications
- Uses web-based resources to resolve database and client issues
- Maintains database security files and permissions on the district's databases; creates, documents, and enforces policies, procedures, and standards related to database access, administration and management
- Writes scripts that automate database processes such as backup, compact and path configuration
- Assists internal departments in the creation and testing of scripts for software upgrades, network changes, database connectivity, and user configurations to ensure that live changes occur as smoothly as possible
- Works with application developers for updates and problems with district databases
- Establishes and enforces database change management standards
- Builds queries, stored procedures, views, pivot tables, etc., enabling users to sort data and generate reports in both electronic and printed formats
- Maintains and updates documentation of the hardware and software for district's systems under this position's authority
- Attends and participates in staff meetings, workshops, conferences and classes as required
- Performs other duties as assigned that support the overall objective of the position

QUALIFICATIONS
Knowledge of:
- Duties and responsibilities of the Research and Data Analyst III
- Structured Query Language (SQL) and SQL reporting tools
- Data modeling, normalization, mining, warehousing and security
- Information transfer, sharing and communications among differing computer systems
- Client/Server and web-based data management systems
- Client/Server, multi-tiered architecture and technologies
- Project management principles
- Interpersonal skills using tact, patience, and courtesy
- Telephone techniques and etiquette
- Oral and written communication skills

Ability to:
- Perform the duties and responsibilities of the Research and Data Analyst III
- Analyze and determine data entities, relationships, attributes, data flow, storage requirements, data output and reporting capabilities.
- Organize, compile, and analyze data; accurately produce and interpret findings; and create narrative and graphic explanations of that data
- Accurately analyze and interpret assessment, research, and evaluation results and provide clear and concise narrative and graphic explanations of data and trends
- Compile analyze and prepare a variety of data extracts to be sent to the federal government, state, district and other outside agencies or departments
- Establish and maintain cooperative and effective working relationships with others
- Handle a multitude of responsibilities with minimal supervision
- Read and interpret documents such as operating and maintenance instructions, and procedure manuals
- Define problems, collect data, establish facts and draw valid conclusions
- Carry out detailed written, oral and technical instructions
- Learn new skills to keep current with technology changes
- Troubleshoot basic problems related to the student information systems and client computers
- Meet schedules and timelines
- Analyze situations accurately and adopt an effective course of action
- Prioritize and schedule work
- Review and verify input and output data to assure accuracy and efficiency
- Provide support to staff at schools and in other district departments

PHYSICAL ABILITIES
The physical demands described here 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.

This position requires:

- Requires the ability to function effectively indoors in an office environment engaged in work of primarily a sedentary nature and to accomplish the following, with or without reasonable accommodation
- Position involves light to medium walking, standing, stooping carrying and lifting of lightweight materials (under 25 pounds)
- Requires visual acuity to read numbers, letters, and images

- Requires hand and finger dexterity to use a keyboard at an advanced rate, and hand-eye coordination to use a computer pointing device
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations

<u>EDUCATION AND EXPERIENCE</u>
- Any combination equivalent to: Bachelor's Degree; five years of increasingly responsible experience in information systems, computer science or a related field
- Experience installing, implementing, and maintaining student information systems and databases is required
- Advanced certification in database management and increasingly responsible experience in technology systems design, maintenance, and support is desired
- Direct experience with student information and other technology systems used by the district is desired

<u>LICENSES AND CERTIFICATES</u>
Possession of a valid California Drivers' License and proof of insurance are required.