

LOS ALAMITOS UNIFIED SCHOOL DISTRICT
Office of the Personnel Commission

CLASS TITLE: DATABASE SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Information Technology, provide support for users of our student information system; create and maintain databases; maintain user rights and access; execute customized queries and reports using the student information system and assessment results provided by assessment publishers; assist end-users in doing queries; retrieve data from the system in a form useful to school sites; maintain a timeline of all end-user functions, such as progress reports, report cards, scheduling and summer school; support users over phone and web; and perform related work as required.

REPRESENTATIVE DUTIES:

1. Support end-users in the use of student information systems and related programs.
2. Download and input assessment data into student information systems.
3. Prepare California Longitudinal Pupil Achievement Data System (CALPADS) file and work with school personnel to verify student data for submission to State.
4. Prepare and facilitate data files for state and federal reporting.
5. Create and maintain separate databases for other school programs.
6. Assist end-users by developing and maintaining timelines and check-off sheets for requested functions.
7. Assist and train staff to operate student information systems.
8. Verify and make necessary corrections to data.
9. Create and implement advanced queries to achieve desired results, test data, including testing and correcting queries to ensure proper form of input/output data. Support end-users with requested data reports.
10. Participate in review and definition of project areas including meeting and communicating in writing to end-users the resolution of processing problems, or as related to, new service requests.
11. Perform necessary database maintenance operations. Receive and facilitate the Technology Help Desk requests.
12. Perform other job-related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Current technology, software applications, office practices and record keeping methods
- Methods used in compiling complex statistical reports
- Data processing terms, practices and procedures
- Logical steps in operating systems and record management
- Microsoft Office Suite of applications
- Troubleshooting techniques and tools
- PC software and hardware
- File and Folder structure of the Student Information System
- Interpersonal skills using tact, patience and courtesy
- Correct English usage, spelling, grammar, punctuation and composition
- Current office methods, procedures and equipment, data entry, fax operations, duplicating machines

ABILITY TO:

- Understand and interpret rules and written directions and apply to specific situations
- Detect errors in printed output or equipment operation
- Plan, organize and control assigned projects
- Develop and maintain cooperative working relationships with staff and others
- Work independently with little direction
- Perform duties effectively with many demands on time and constant interruptions.
- Communicate effectively both orally and in writing
- Train and provide work direction to others as related to student information system and related programs
- Work confidentially with discretion
- Type at 45 words per minute from clear copy
- Work effectively within a team, coordinating with colleagues, stakeholders, and external partners to complete tasks, achieve goals, and resolve issues in a collaborative and efficient manner.
- Demonstrate a commitment to Los Alamitos Unified School District’s mission, vision, and priority goals.

EDUCATION AND EXPERIENCE:

- High School Diploma, GED, or certificate of completion
- Three years of increasingly responsible experience in database management, preferably with networked computers using relational databases.

WORKING CONDITIONS:

Driving to various locations may be required. While performing the duties of this job, the employee is regularly required to sit for extended periods of time; occasionally kneel, crouch, bend, stand, and work with arms above shoulder level; work at computer for extended periods of time requiring close/distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus; frequent use of telephone; lift, carry, pull, and push up to 25 lbs. with proper technique; typical office environment subject to tight deadlines and working in difficult interpersonal situations.

SALARY RANGE: 89

ADOPTED BY PERSONNEL COMMISSION: February 5, 2025
ADOPTED BY BOARD OF EDUCATION: March 11, 2025