

CLASS SPECIFICATION
Information Services Data System Specialist
Range 52

GENERAL PURPOSE

Under general direction, serves as the data system specialist for the District's computerized databases and information systems; assure accuracy and timely submission of student data; trains and advises users in effective software use; manages user authentication accounts; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Data System Specialist classification is designed to serve as a technical resource, providing technical support and assistance to staff utilizing the District's data systems. The Data System Specialist is the first point of contact in troubleshooting and solving end user issues with the student information system in addition to assuring the accuracy and timely submission of student data. A Data System Specialist is required to maintain the confidentiality of sensitive and privileged information and must demonstrate sound interpersonal and customer service skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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 class. There will typically be an assigned schedule for these duties.

1. Serves as data specialist and coordinator for the District's student information system, including multiple modules and databases; reviews computerized databases and information systems, procedures and methods; recommends improvements or new procedures, including use of new or improved automated systems; implements new procedures and techniques and assesses effectiveness and conformance with District policies and associated government regulations.
2. Coordinates data submissions for the California Longitudinal Pupil Achievement Data System (CALPADS); coordinates with state, county and other personnel on appropriate aspects of automated systems and their applicability for District operations and reporting requirements; trains District personnel on the uses and operation of features of system modules and their application to department operations.
3. Participates in determinations of database and system implementations; works with District staff and others to map current work processes and procedures and evaluate the impacts of database installation; assists in identifying and defining systems and process alternatives capable of more effectively meeting operational and business requirements; assists in developing and refining systems requirements, evaluating business process/technology alternatives and developing project deliverables, metrics and other measurements; seeks customer cooperation, involvement and action to achieve objectives and report on progress.

4. Interfaces extensively between student information system functions and staff to ensure proper systems operation, coordination and future enhancement possibilities; notifies users of changes to software which impact their operations.
5. Prepares, reviews, reconciles, analyzes and maintains complex data reports; provides management with information needed for decision making.
6. Manages and troubleshoots user authentication accounts for various data and information systems.

OTHER DUTIES

1. Performs a variety of special projects as assigned.
2. Organizes and schedules training workshops; selects, organizes and prepares workshop training materials; trains and counsels users on data management systems, problems and solutions.

QUALIFICATIONS

Knowledge of:

1. Principles and methods of collecting, organizing and presenting data, primarily as it relates to student information systems.
2. District software systems, school office procedures (registration, grading, attendance, etc.) and central office processes for aggregating and disaggregating data.
3. Basic database theory, design rules and development practices, including data modeling, data flow and entity relationship analysis.
4. General functions, capabilities, characteristics and limitations of standard computer platforms and devices as they apply in performing business and systems analyses.
5. Techniques for troubleshooting data and database discrepancies.
6. Principles and practices of sound business communications.
7. Standard PC software packages, including word processing, spreadsheet, database, electronic mail, data communication protocols and flow-charting.

Ability to:

1. Perform business process and database analyses and reach sound, logical conclusions regarding customer needs and business requirements.
2. Work collaboratively with team members, information services staff and customer groups to ensure project accountability.

3. Balance responsibilities for multiple projects to ensure timely results in accordance with bureau quality standards.
4. Communicate clearly and effectively to diverse audiences of technical and non-technical personnel orally and in writing.
5. Plan and conduct effective customer training programs.
6. Prepare clear, concise and accurate documentation, reports of work performed, project management reports and other written materials.
7. Keep technical skills current to meet continuing business, database, and systems analysis assignments.
8. Establish and maintain effective customer focused working relationships with managers, customers, information systems and consultants, employees and others encountered in the course of work.
9. Maintains job punctuality and regular attendance.

Education, Training and Experience:

Graduation from high school or GED equivalent. Experience using Student Information Systems, Zangle/Q is preferred.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Physical Demands

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate computers and standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand and to regularly lift up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; use math and apply mathematical reasoning; observe and interpret people and situations;

learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines; and interact with managers, customers, information systems and consultants, employees and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions and the noise level is usually quiet.

After hours work may be required.

Board Approval: June 2, 2016