

DATA INTEGRATION SPECIALIST

JOB SUMMARY

Under general supervision, utilizing considerable journey level skills provide high-level data integration between multiple district data systems and create database reporting applications in order to meet the instructional and operational needs of the district.

DISTINGUISHING CHARACTERISTICS

The classification of Data Integration Specialist differs from that of other classifications in that the duties are more varied and complex and require a higher degree of initiative, independence and technical skill. The Data Integration Specialist will have more responsibilities for operating, maintaining and integrating the District's data systems and in supporting the operation of the District's information systems. This position will work closely with the Systems Administrator, Assistant Director of Innovation and Instructional Support, Information Systems Specialist II (CALPADS) and Information Systems Specialists I. This position will also work closely with Education Services and other departments to understand District needs and requirements for database reporting and integrations.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Designs, implements, monitors and maintains the effective integration of data between various data sources;
- Investigates, understands, describes and documents data contents in transaction systems;
- Scripts, tests, debugs, and implements web applications for gathering and maintaining database information;
- Supports effective sharing and utilization of data across applications, multiple platforms and departments, which includes planning and execution of data migration processes;
- Utilizes data privacy and security protocols to work with district staff to ensure system and data integrity, including analyzing underlying causes of problems;
- Makes recommendations, develops processes, accesses resources and implements other mechanisms that will ensure quality, integrity and security of data;
- Conducts scripting, testing and maintenance of developed integration systems;
- Troubleshoots, identifies, evaluates and resolves system and program problems and errors; develops complex applications, queries, and reports;
- Coordinates, designs and implements requests for new system integrations, programming requests and support activities;
- Applies and analyzes functional requirements to make recommendations for efficiency, database management and connections, and technology solutions;
- Evaluates and recommends vendor solutions;
- Gathers data, facts, and information concerning requests for, and uses of, enterprise data and systems integration;
- Serves as a technical resource on the subject of data involved in other development, enhancement and maintenance efforts;
- Supports, troubleshoots and analyzes business systems, applications and other databases, to resolve complex systems, data management, communication, and interoperating problems;
- Identifies and analyzes complex, ambiguous and/or conflicting development issues;
- Crosschecks and debugs information obtained by integration for use in reporting;
- Prepares and maintains a variety of records and reports related to assigned activities.

- Communicates with administrators, end users, vendors, service providers and other outside organizations to coordinate activities, programs, schedule work, resolve issues;
- Remains up-to-date on technology changes and trends;
- Trains school site and district personnel in the use of information system software;
- Prepares information for publication, help maintain the District's and school's websites;
- Performs other related duties as needed.

EMPLOYMENT STANDARDS

Any equivalent combination of training, education, and experience that demonstrates the applicant likely to possess the required knowledge, skill, and ability to perform the job duties:

Education: Graduation from a college or university with a B.A. Degree is preferred.

Experience: Three (3) or more years of increasingly responsible experience with database systems integration, scripting database applications or integrations, or information systems including data integrations and full life-cycle data reporting scripting. Experience should include customer service, gathering information and qualifications for integrations, vendor communications, and delivery and maintenance of data integrations.

Knowledge of:

- Macintosh OS, Windows OS, Linux, MySQL, MS SQL Server, Oracle, productivity software applications including word processing, spreadsheets, and database management programs;
- Principles and practices of application analysis, debugging, testing and security;
- Structured Query Language (SQL), database design and development techniques;
- Advanced programming languages preferred;
- Personal computer software applications;
- Local area networking and personal computer communications;
- Records storage and handling techniques;
- Principles of analysis and design of personal computer systems and procedures.

Ability to:

- Troubleshoot and resolve, in person and by telephone, problems experienced by database system users;
- Maintain accurate records of software licenses, versions and installations;
- Work without close supervision;
- Prioritize tasks and meet deadlines;
- Operate personal computers;
- Design, develop and implement new system applications;
- Test and debug programs for accuracy and reliability;
- Anticipate impacts in other areas, processes and data sets when changes and modifications are made to district systems and integrations;
- Advise customers on desirable functionalities to meet foreseeable system needs;
- Maintain harmonious working relations with school officials and other employees;
- Follow oral and written directions;
- Interpret a variety of instructions furnished in written, oral, diagram, or schedule form;
- Maintain insurability to drive a personal vehicle on the job;
- Ability to read and write English at a level required for satisfactory work performance;
- Move heavy materials and equipment;

- Read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations;
- Write reports, business correspondence, and procedure manuals.

License and Training: Possession of a valid Class C California Driver's License.

PHYSICAL STANDARDS

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this computer management category. Reasonable accommodations may be made to enable individuals to perform the essential functions of a specific position. These physical standards are generic in nature and tasks may vary dependent on specific trade and or specialized work assignment.

Work Environment: While performing the duties of this position employees are subject to constant interruption. The employee must be able to meet deadlines with severe time constraints. These positions may also be high volume positions and works without direct and/or constant supervision. Although the employee in these positions works mainly indoors, they may be required to work outdoors with exposure to seasonal weather conditions. The employee may be required to work at varying heights and in restrictive areas. Employees provided with individual work vehicles must be able to drive a vehicle to conduct work. Noise level in the work environment is usually moderate and occasionally will be loud.

Physical Demands: The physical demands of this position include sitting for extended periods of time, frequent standing and the use of hands and fingers to handle and to operate keyboards and specialized diagnostic repair tools and equipment. The employee frequently is required to reach with hands and arm and must squat, stoop or kneel, bend at the waist and reach above the shoulders, head and horizontally. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job. Lifting, pushing or pulling of objects generally not exceeding fifty pounds may also be required. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect District equipment. The employee must be able to hear and speak to receive and exchange information. Regular physical attendance at work is an essential requirement of this job classification.

Hazards: Electrical power supply and high voltage. Working in a cramped or restrictive work chamber. Working on ladders or at heights. Occasional exposure to cleaning fluids.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals currently holding this position perform additional duties and additional duties may be assigned.

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Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	05/28/20