Lake Elsinore Unified School District and the
California School Employees Association and its
Lake Elsinore Chapter #598
June 18, 2025
Memorandum of Understanding
Data and Applications Specialist Classification/Job Description

This Memorandum of Understanding ("MOU") is entered by and between the Lake Elsinore Unified School District ("District") and the California School Employees Association and its Lake Elsinore Chapter #598 ("Association") (collectively, the "Parties").

Recitals:

1. The District is experiencing increased demand for support with database and computer application needs.
2. The District desires to provide timely and effective support to employees and students
3. The parties have met to discuss the need to develop a new classification of Data and Applications Support Specialist in the Information Technology Services Department (job description attached).

The Parties agree as follows:

1. Establish the new classification of Data and Applications Support Specialist, Range 72.
2. The classification will be two (2) positions at eight (8) hours/244 workdays.
3. Appendix B of the Collective Bargaining Agreement will be amended to include this new classification.

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This agreement is subject to CSEA policy 610 review and the Lake Elsinore Board of Trustees approval.

Dated this 18th Day of June, 2025

Association:

Debra Vega, Negotiations Team Chairperson

Claudia Bojorquez, Negotiations Team Member

Pablo Casillas, Negotiations Team Member

Glenda Littell, Negotiations Team Member

Orlando Cabalo, Labor Relations Representative

District:

Tracy Sepulveda, Assistant Superintendent

Nick Powers, Director II

Patrick McGee, Director I

Myron Gray, Director

Donna Wolter, Director

Whitney D'Amico, Director

LAKE ELSINORE UNIFIED SCHOOL DISTRICT

Position Description

TITLE: Data & Application Support Specialist

REPORTS TO: Database and Systems Integration Administrator

DEPT: Information Technology Services

CATEGORY: Classified Bargaining Unit (BU)

JOB FAMILY: Information Technology Services

RANGE: 72

FLSA: Non-Exempt

ISSUED: September 11, 2025

WORK YEAR: 244 Days

JOB PURPOSE STATEMENT:

Under the direction of the Database and Systems Integration Administrator, the Data & Application Support Specialist supports end users in use of application systems used in the District; assists in the documentation, training and compiling of information in the deployment and maintenance of application systems, including the release of new modules and upgrades; plans and delivers training to users; and develops ad-hoc and published reports.

ESSENTIAL JOB FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties.

1. Provides technical assistance and support to school sites and department users regarding the use of application systems used in the District, including but not limited to Student Information Systems, Learning Management Systems, Parent Communication Systems, Assessment Systems, etc.
2. Communicates with District personnel, outside agencies, and vendor technical support to exchange information, coordinate activities, and resolve issues or concerns.
3. Troubleshoots and diagnoses problems related to application systems reported by users and develops solutions and appropriate actions.
4. Assist site personnel with questions related to the use of application systems, including but not limited to Student Information Systems, Learning Management Systems, Parent Communication Systems, Assessment Systems, etc.
5. Performs user account management; creates and maintains user accounts based on roles for applications used in the District; and assists staff with password resets for various application systems.
6. Ongoing maintenance uploads of student data for various application systems.
7. Reviews and assists with implementations of new application systems, including new program versions; prepares and executes quality assurance testing of applications to ensure they are properly implemented; maintains user documentation; and assists in the implementation of new software functions and capabilities.
8. Compiles information in the deployment and maintenance of application systems including the release of new modules and upgrades.
9. Provides implementation support to classified and certificated staff in the proper use of the application systems (such as software modules for classroom attendance, grade reporting, etc.).
10. Provides end-user training and support for existing and future application systems, including the development of training materials.

11. Design and create ad hoc/queries from various application systems based on user-defined requirements for school sites or district personnel.
12. Communicate effectively with all levels of district personnel.
13. Perform other functions, duties and tasks related to this class as assigned.
14. Attend meetings as required.

JOB REQUIREMENTS: QUALIFICATIONS

Knowledge of:

1. Advanced mathematical formulas and logic as it pertains to data sets.
2. Reviewing and interpreting complex materials.
3. Analyzing situations to define issues and draw conclusions.
4. Collaboration, troubleshooting, and communication skills.
5. Contemporary student information systems and applications.
6. School office functions, including registration, attendance; grade reporting; scheduling and master schedules, etc.
7. Report writing, software, and SQL reporting tools.
8. Modern office equipment and software applications including but not limited to Windows-based, Macintosh, and applications related to operating systems.
9. Correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

1. Gather, collate, and/or classify data.
2. Flexibility to independently work with others in a wide variety of circumstances.
3. Analyze data utilizing defined but different processes.
4. Operate equipment using a variety of standardized methods.
5. Work with data of widely varied types and/or purposes.
6. Utilize a variety of job-related equipment.
7. Analyze data and problem solve.
8. Adapt to changing work priorities.
9. Maintain confidentiality.
10. Prioritize, schedule, and meet deadlines.
11. Working with detailed information/data.
12. Troubleshoot complex applications and determining corrective action.
13. Develop and deliver workshops/trainings.
14. Monitoring progress of projects.
15. Participate in team building and maintain a professional work environment.
16. Establish and maintain cooperative and effective working relationships with others, including students, staff and the public.
17. Interact with persons of different age groups and cultural backgrounds.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

Education Required: Any combination equivalent to: High School diploma or equivalent, supplemented by training and/or college level/trade school coursework in information management, computer science, or data analysis. Associates Degree preferred.

EXPERIENCE REQUIRED: Five (5) years of computer application related experience, demonstrated by a minimum of at least two (2) years hands-on experience and/or at least two (2) years of college level/trade school coursework in such areas as data management, data analysis and knowledge of K-12 environments.

Licenses, Certifications, Bonding and/or Testing Required: Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance; Negative pre-employment drug screen test; Negative TB results.

WORKING CONDITIONS:

1. Environment:
    a. Office environment at the District Office; outdoor environment at school, classroom environment
    b. Demanding timelines/subject to frequent interruptions and daily contact with staff
2. Physical Abilities:
    a. Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
    b. Lifting/carrying/pushing/pulling up to 35lbs unassisted and 36lbs or more assisted.
    c. Walking, sitting and/or standing for long periods
    d. Occasional bending at the waist, kneeling, or crouching to file materials
    e. Hearing and speaking to exchange information in person, on the telephone, and through email
    f. Occasionally carries materials on stairs, reaches overhead, above shoulders, and horizontally
    g. Visual ability to read, prepare/process documents and small figures
    h. Mobility to travel to various school sites, conference and workshops required
3. Hazards:
    a. Extended viewing of computer monitor
    b. Working with and around office equipment having moving parts
    c. Walking all district sites, facilities and surrounding areas
    d. Working in crisis/urgent situations

In compliance with the Americans with Disabilities Act, the Lake Elsinore Unified School District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Division of Personnel Support Services.