

Data Systems Analyst II

Purpose Statement

The job of Data Systems Analyst II is done for the purpose/s of analyzing departmental and individual requirements for database solutions; developing, implementing and maintaining applications; documenting system components and user instructions; and serving as a technical advisor to staff and other district personnel.

This job reports to Manager of Data Systems

Essential Functions

- Collaborates the designing of a variety of databases (e.g. server configuration, security, disaster recovery and backups, structures, logical data model, scripts and stored procedures, etc.) for the purpose of providing end users with access to accurate data.
- Collaborates with a variety of internal and external parties (e.g. programmers, other database administrators, users, state and/or federal agencies, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Develops a wide variety of complex materials (e.g. instructions, notices, reminders, memos, technical standards, security policies, training materials, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Develops a variety of database support processes (e.g. tech standards, monitoring utilities, tuning methods, etc.) for the purpose of ensuring the stability and performance of production databases and the availability of stored data.
- Oversees a variety of department activities, as assigned (e.g. data base design, logical data modeling, performance, security, etc.) for the purpose of ensuring the security and reliable operations of district database.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Participates in the upgrade processes of district databases for the purpose of ensuring their ability to use new and/or existing databases and related software.
- Prepares documentation (e.g. published standards, security records, training material, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Prepares a variety of written materials (e.g. instructions, notices, reminders, memos, technical standards, security policies, training materials, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Recommends equipment, supplies and materials for the purpose of identifying required items to provide appropriate services.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
- Serves as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.

- Supports project operations (e.g. estimates of task deliverables, schedule updates, reporting status, etc.) for the purpose of ensuring that project objectives are achieved.
- Trains selected department personnel for the purpose of ensuring their ability to use new and/or existing databases and related software.
- Utilizes environments for application software testing for the purpose of emulating production environments and ensuring that defined requirements meet expected functionality.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: relational databases, record structures, media input and output devices; and current generation programming methodology including object based design, operating systems, protocols, and programming languages.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; and applying logical processes and analytical skills.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency:

Required Testing

Job-Related Skills Proficiency Test

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Appropriate Technology Certification

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Exempt

Approval Date

Salary Grade