

## **DATABASE ANALYST**

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### **Purpose Statement:**

Under general supervision, performs systems analysis to determine system requirements; designs and implements appropriate database and software solutions, provides technical support to school site and district office staff for computer software applications, acts as a liaison with software and other vendors to resolve general operation problems; assists and instructs staff in utilizing computer application resources.

### **Essential Functions**

- Coordinates and monitors the design, development, modification and implementation of information technology applications.
- Provides technical support and leadership for the database environment.
- Provides and designs tools to assist in the management of the database and client/server environment.
- Works closely with vendors in the design and development of data requirements, relationships, and relational database models.
- Designs new databases for optimal performance and data retrieval according to the needs of the organization.
- Designs and performs tasks involving complex relational SQL queries.
- Installs, configures and maintains supporting software components such as reporting tools, etc.
- Provides data warehousing
- Develops methodology for the ongoing assessment of database performance.
- Builds data conversion scripts for applications moving data between disparate databases.
- Designs, builds and maintains development and testing databases in a variety of environments.
- Designs reports for the District's standards-based assessment system.
- Identifies and resolves conflicts arising over the creation, control and use of data.
- Enforce database use guidelines.
- Consults on database server configuration.
- Act as a technical resource to Information Technology department staff.
- May act as a project team leader to assign, review, and approve the results of tasks completed by others.
- Provides input and makes recommendations related to database hardware purchases, database software, business intelligence tools, and licenses costs; purchases, monitors and maintains all licenses for database unit.
- Attends meetings, makes presentations and participates in professional organizations as required.
- Possesses strong problem solving skills.

## **Other Functions**

- Performs other duties as assigned.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to develop long and short-range plans; diagnose problems in database software systems; monitor, analyze, and forecast system resource demand and plan for future growth.

KNOWLEDGE is required to relational database management systems, methodologies and techniques, ETL methodology; networks and network issues relating to database management; data relationship and normalization; SQL Server 2005, .Net, My SQL, PHP.

ABILITY to handle multiple projects simultaneously; take reports or metrics requirements and translate them into usable charts, graphs, and reports; read, understand, interpret and apply complex written instructions and information; apply knowledge of computer database systems to a wide variety of management and user service requests, communicate effectively in oral and written form; understand and carry out oral and written directions with minimal direction and supervision; establish and maintain positive and effective working relationships; promote team building and a positive work environment; adapt easily to work assignments, additional priorities and new procedures; receive constructive criticism and modify work accordingly; prioritize and identify needs and solve problems independently; suggest and implement procedural improvements to supervisor; skillfully handle difficult situations using good judgement; maintain high level of professionalism; support District technology vision.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and 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.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 65% sitting, 25% walking, and 10% standing. The job is performed under a generally hazard free environment.

**Experience** Job related experience within specialized field is required.

**Education** Bachelor's Degree is required. A major in Computer Science, Information Science, or Business Data Processing is preferred.

### **Required Testing**

Pre-Employment Drug Screening  
Pre-Placement Physical Exam  
Pre-Employment Proficiency Test

### **Continuing Ed./Training**

None Specified

### **Certificates & Licenses**

Valid State Driver's License & Evidence of insurability

### **Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

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### **FLSA Status**

Non Exempt

### **Approval Date**

8/10/16

### **Salary Grade**

Clsfd 44