

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: DATABASE ANALYST

DEFINITION:

Under the supervision of the Director of Information Technology, directs, evaluates, reviews, and manages database resources, services and reports across the District while ensuring high levels of data quality. Ensures the integrity and availability of data and its accompanying software.

STATEMENT OF TYPICAL DUTIES:

- a. Develops, implements, and oversees database reporting and analysis systems.
- b. Works to ensure data quality verification processes are in place and ensures end users can share reports in the SIS environment.
- c. Designs, installs, monitors, maintains, and performance tunes production databases.
- d. Analyzes user requirements for reports, forms, queries, and data extraction.
- e. Drives the effort to identify and correct inaccurate, inconsistent or incomplete data. Creates reports and/or tools and makes these available so the persons responsible for data entry can then monitor their own data accuracy.
- f. Works with the Database Administrator in the maintenance of system log-ins and access permissions. Works with Network Administrator to ensure appropriate security procedures are implemented.
- g. Assists with the installation and configuration of relevant network components to ensure database access, consistency, and integrity.
- h. Ensures the stability and reliability of data access and data quality across the organization via ongoing database support and maintenance.
- i. Communicates with Coordinator of Educational Technology on relevant training issues related to SIS reporting and analysis systems.
- j. Supports the Database Administrator by ensuring that highly accurate and reliable data is reported to the State.
- k. Confers with users, as needed, to determine software requirements and desired output; resolves problems and provides support and assistance.
- l. Provides technical expertise to the IT staff and users, as needed; responds to questions and assists in maintaining system availability.
- m. Operates a variety of data processing equipment including computer, modem, printer, scanner and other peripheral equipment.
- n. Maintains current knowledge of technological advancements in the computer field, intermediate to advanced knowledge of Personal Computers and Network operating systems.

- o. Communicates with a variety of District personnel and other departments to resolve problems, establish priorities and answer questions.
- p. Operates the IT Helpdesk on an as needed basis by answering incoming phone calls, answering questions, entering cases into helpdesk software, communicate urgent problems to IT Director or available staff and other related tasks.
- q. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE & ABILITIES:

Knowledge of:

Operation and use of computers and related peripheral equipment.
 Database Management Systems: ORACLE and/or Microsoft SQL Server.
 Intermediate principles of Windows operating systems and concepts.
 Advanced functions of Microsoft Office suite including Access.
 System documentation and record keeping techniques.
 Interpersonal skills using tact, patience and courtesy.
 Information and data utilized in report preparation.
 Telephone techniques and etiquette
 Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

Use basic and intermediate functions of Windows operating systems.
 Provide technical expertise to users and IT staff.
 Establish and maintain effective working relationships with others.
 Maintain current knowledge of technological advancements in the computer field.
 Meet schedules and timelines.
 Work independently with little direction.
 Communicate effectively both orally and in writing.
 Read and utilize technical manuals.
 Understand and follow oral and written directions.
 Communicate effectively both orally and in writing.
 Establish and maintain cooperative and effective working relationships with others.

EDUCATION & EXPERIENCE:

Any combination equivalent to completion of two years of college-level coursework in data processing, computer science or related field and two years experience in database operations including report design and implementation.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

Data Processing Center environment; subject to occasional noise from computer operation.

Board approved: 10/27/2004