CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

DATA VISUALIZATION ANALYST I
Class Code: 1200
Job Family: Information Systems
Classification: Support Staff
Terms of Employment: Pay Grade 59 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general direction, designs and develops interactive data visualizations using a variety of tools and software packages to support data-based decision making for schools in the Clark County School District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Works directly with school and central office administration to gather functional requirements and works with departmental team to synthesize final functional requirements.
2. Structures, develops, and programs interactive and dynamic data visualizations (i.e., charts, graphs, tables, etc.) to meet the functional needs of end-users.
3. Develops and conducts quality assurance checks to test, validate, and evaluate department data visualizations for accuracy, performance, and alignment with end-user requirements.
4. Identifies functional data stores needed to fulfill data visualization needs and creates any basic Extract, Transform, Load (ETL) procedures necessary to access data stores in data visualizations toolsets.
5. Provides customer service by resolving end-user questions and complaints in a timely, professional, and proactive manner.
6. Writes requirements, specifications, data dictionaries, self-documenting code, and other required documents in accordance with documentation standards.
7. Writes end-user documentation including procedures and instructions; assists end-users in implementing new or modified programs and applications.
8. Designs and provides training to school staff and administration on the use, manipulation, and analysis of interactive data visualizations.
9. Monitors, analyzes, and reviews the use of data applications to make recommendations and changes to the design and delivery of data applications.
10. Maintains effective communication with customers throughout entire application development.
11. Conforms to safety standards, as prescribed.
12. Performs other tasks related to the positions, as assigned.

DISTINGUISHING CHARACTERISTICS:
This position involves the responsibility of designing and developing general visualizations of data to meet requirements of end-users.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of and ability to write queries using Structured Query Language (SQL), including, but not limited to: aggregate functions and groups by/having statements.
2. Knowledge of and ability to write SQL stored procedures using Procedural Language (PL)/SQL or Transact (T)-SQL.
3. Knowledge of and ability to create ETL procedures using a commercial tool or by using SQL stored procedures.
4. Knowledge of and ability to create data visualizations using a commercial toolset or a scripting language.
5. Ability to translate end-user functional needs into clear problem definitions and solutions.
6. Ability to provide support to end-users by phone, e-mail, and face-to-face in small group settings.
7. Ability to maintain current knowledge of technology and new computer user applications.
8. Ability to ascertain data content is accurate, correct, and verifiable to the greatest degree possible.
9. Ability to work on teams with other coordinators, analysts, database administrators, and other District personnel.
10. Knowledgeable of common database, spreadsheet, word processing, and student information system (SIS) programs.
11. Ability to learn and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
12. Ability to plan and organize work to meet schedules and deadlines.
13. Ability to communicate clearly and concisely, both orally and in writing.
14. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.) and five (5) years of professional work experience interfacing with enterprise databases (i.e., MySQL, Oracle, or SQL Server, etc.) to create reports, data visualizations, or business intelligence solutions; or, Associate’s degree in related field (i.e., Computer Science (CS), Computing and Information Technology (CIT), etc.) and three (3) years of professional work experience interfacing with enterprise databases (i.e., MySQL, Oracle, or SQL Server, etc.) to create reports, data visualizations, or business intelligence solutions; or, Bachelor’s degree in related field (i.e., Computer Science (CS), Computing and Information Technology (CIT), etc.) and one (1) years of professional work experience interfacing with enterprise databases (i.e., MySQL, Oracle, or SQL Server, etc.) to create reports, data visualizations, or business intelligence solutions.
2. One (1) year experience writing queries, functions, and stored procedures using SQL.
3. One (1) year experience creating reports, data visualizations, or Business Intelligence (BI) solutions using a commercial toolset or a scripting language.

Licenses and Certificates:
None Specified

Preferred Qualifications:
Bachelor’s degree in Computer Science (CS) or Management Information Systems (MIS).

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s), if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District business offices - Assessment, Accountability, Research, and School Improvement Division, and travel to and from schools, and other District office settings.

WORK ENVIRONMENT:
Strength: Sedentary/Medium - Exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conferences and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.
Hazards: Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Various computers, printers, copy machines, calculators, fax machines, telephones, etc.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.