CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

DATA VISUALIZATION ANALYST II – DATA FOCUS

Class Code: 1201
Job Family: Information Systems
Classification: Support Staff
Terms of Employment: Pay Grade 63 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general direction, coordinates, designs, develops, implements, and refines data sources for use in 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 administration and central office leadership to gather functional requirements and works with departmental team to synthesize final functional requirements.
2. Plans, prepares, defines, structures, develops, and programs interactive and dynamic data visualizations (i.e., charts, graphs, tables, etc.) to meet the functional needs of end-users.
3. Tests, validates, and evaluates 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 extract, transform, load (ETL) procedures necessary to access data stores in data visualizations toolsets.
5. Designs, optimizes, and maintains relational data stores including the data structure, normalization, and indexing.
6. Designs, optimizes, and maintains Structured Query Language (SQL) queries and views to access data from relational data stores.
7. Provides customer service by resolving end-user questions and complaints in a timely, professional, and proactive manner.
8. Writes requirements specifications, data dictionaries, self-documenting code, and other required documents in accordance with documentation standards.
9. Writes end-user documentation including procedures and instructions; assists end-users in implementing new or modified programs and applications.
10. Evaluate data sets to determine best data visualization methods to present information.
11. Develops program logic and processing steps; codes programs in varied languages.
12. Works directly with the Nevada Department of Education to validate District data and to develop and maintain business rules and processes for storing and aggregating student data.
13. Provides direction to, and the talent development of, the Data Visualization Analyst I regarding data management best practices.
14. Reads and interprets state and federal legislation, including but not limited to: Family Educational Rights and Privacy Act (FERPA), Elementary and Secondary Education Act (ESEA) waiver, Nevada Revised Statute (NRS) 385, to ensure compliance with data reporting and privacy requirements.
15. Designs and provides training to District leadership on the use, manipulation, and analysis of interactive data visualizations.
16. Trains staff in work procedures and provides technical assistance in difficult situations, as directed.
17. Provides input into goals, objectives, and budget development for the department.
18. Provides input into the evaluation of assigned staff.
19. Establishes priorities and project plans; meets with staff to give periodic updates of projects and schedules.
20. Conforms to safety standards, as prescribed.
21. Performs other tasks related to the positions, as assigned.
DISTINGUISHING CHARACTERISTICS:
This position involves the responsibility of designing and developing data sources, data extracts, and data processes to populate data visualizations to meet requirements of end-users.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Advanced knowledge of and in-depth ability to write queries using SQL including, but not limited: to aggregate functions, group by/having statements, pivot/un-pivot structures, and sub-queries.
2. Knowledge of and ability to write software with programming languages (i.e., Hypertext Preprocessor (PHP), Python, etc.).
3. Knowledge of and ability to write SQL stored procedures using Procedural Language (PL)/SQL or Transact (T)-SQL.
4. Knowledge of and ability to create ETL procedures.
5. Knowledge of and ability to query data from Online Analytical Processing (OLAP) data sources.
6. Knowledge of and ability to create data visualizations using a commercial toolset or a scripting language.
7. Knowledge of common database, spreadsheet, word processing, and student information system (SIS) programs.
8. Ability to translate end-user functional needs into clear problem definitions and solutions.
9. Ability to validate data visualization accuracy and refine tools based on feedback to increase usefulness to end-users.
10. Ability to write clear, accurate, and concise reports, documentation, user instructions, correspondence, and other written materials.
11. Ability to contribute to the efficiency and effectiveness of the department’s service to District staff by offering suggestions and directing or participating as an active member of a development team.
12. Ability to make effective verbal, written, analytical, technical, and persuasive presentations to individuals/large groups.
13. Ability to maintain current knowledge of technology and new computer user applications.
14. Ability to ascertain data content is accurate, correct, and verifiable to the greatest degree possible.
15. Ability to work on teams with other coordinators, analysts, database administrators, and other District personnel.
16. Ability to learn and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
17. Ability to plan and organize work to meet schedules and deadlines.
18. Ability to communicate clearly and concisely, both orally and in writing.
19. 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 equivalence, etc.); and, seven (7) years of professional work experience interfacing with enterprise databases (MySQL, Oracle, or SQL Server) 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, five (5) years of professional work experience interfacing with enterprise databases (MySQL, Oracle, or SQL Server) 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, three (3) years of professional work experience interfacing with enterprise databases (i.e. MySQL, Oracle, or SQL Server) to create reports, data visualizations, or Business Intelligence (BI) solutions.
2. One (1) year experience writing queries, functions, and stored procedures using SQL.
3. One (1) year experience creating reports, data visualizations, or BI solutions using a commercial toolset or a scripting language.
4. One (1) year experience designing, optimizing, and maintaining relational data stores including creating the data structure, normalization, and indexing.

Licenses and Certificates:
None Specified
Preferred Qualifications:
1. Master's degree in Computer Science (CS) or Management Information Systems (MIS).
2. Experience querying data from OLAP data sources.

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 and other peripheral devices, printers, computer software and/or hardware, audio/visual presentation materials, 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.