CLARK COUNTY SCHOOL DISTRICT  
HUMAN RESOURCES DIVISION

DATA VISUALIZATION ANALYST II – DESIGN FOCUS
Class Code: 1202  
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 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 administration and central office leadership to gather functional requirements, works with departmental team to synthesize final functional requirements, and works to strategically find solution to requirements.
2. Plans, prepares, defines, structures, develops, and programs advanced interactive and dynamic data visualizations (i.e., charts, graphs, tables, etc.) to meet the functional needs of end-users.
3. Evaluates data sets to determine best data visualization methods to present information.
4. Tests, validates, and evaluates department data visualizations for accuracy, performance, and alignment with end-user requirements.
5. Provides customer service by resolving end-user questions and complaints in a timely, friendly, 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. Provides direction to, and the talent development of, the Data Visualization Analyst I especially in regards to user interface design best practices.
9. Works directly with District leadership to gather requirements to develop and design public facing, interactive, data visualizations.
10. Designs and provides training to District leadership on the use, manipulation, and analysis of interactive data visualizations.
11. Trains staff in principles of user interface design to develop consistency and efficiency in District reporting.
12. Provides input into goals, objectives, and budget development for the department.
13. Establishes priorities and project plans; meets with staff to give periodic updates of projects and schedules.
14. Provides input into the evaluation of assigned staff.
15. Develops program logic and processing steps; codes programs in varied languages.
16. Conforms to safety standards, as prescribed.
17. Performs other tasks related to the positions, as assigned.

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

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Advanced knowledge of and in-depth ability to create data visualizations using multiple commercial toolsets and scripting languages.
2. Knowledge of and ability to write queries using Structured Query Language (SQL) including, but not limited: to aggregate functions, etc.
3. Knowledge of common database, spreadsheet, word processing, and Student Information System (SIS) programs.
4. Ability to translate end-user functional needs strategically into clear problem definitions and solutions that would meet the needs of varied end-user groups.
5. Ability to validate data visualization accuracy and refine tools based on feedback to increase usefulness to end-users.
6. Ability to write clear, accurate, and concise reports, documentation, user instructions, correspondence, and other written materials.
7. 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.
8. Ability to make effective verbal, written, analytical, technical, and persuasive presentations to individuals/large groups.
9. Ability to maintain current knowledge of technology and new computer user applications.
10. Ability to ascertain data content is accurate, correct, and verifiable to the greatest degree possible.
11. Ability to work on teams with other coordinators, analysts, database administrators, and other District personnel.
12. Ability to learn and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
13. Ability to plan and organize work to meet schedules and deadlines.
14. Ability to communicate clearly and concisely, both orally and in writing.
15. 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:
Master's degree in related field (i.e., Computer Science (CIS), Computing and Information Technology (CIT), etc.).

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.