CLARK COUNTY SCHOOL DISTRICT
HUMAN RESOURCES DIVISION

DATABASE ANALYST III – SPECIAL EDUCATION MANAGEMENT SYSTEMS (SEMS)

Class Code: 1521
Job Family: Information Systems
Classification: Support Staff
Terms of Employment: Pay Grade 62 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general direction, implements, modifies, supports, and manages relational database systems and servers for client/server and/or web-based applications in support of special student population processes, requirements, compliance, and accountability. Involves creating, implementing, modifying, supporting, documenting, and maintaining Structured Query Language (SQL) databases and code in compliance with policy, procedures, and standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Confers with management, business owners, vendors, etc., to define functional requirements, perform data modeling, and implement database solutions.
2. Plans, prepares, develops, documents, implements, manages, modifies, and maintains database systems.
3. Develops, maintains, and publishes database systems standards, rules, policies, and procedures.
4. Develops, maintains, and publishes documentation of data dictionaries, data/relational diagrams, SQL queries, views, indexes, code, forms, scripts, interfaces, schedules, plans, modules, functions, triggers, packages, etc.
5. Works with appropriate departments, staff, and application vendors/providers to define, implement, and maintain file and data interfaces to appropriate data stores (i.e., student information systems (SIS), human resource information systems, etc.) to ensure continued operation and interaction of systems to meet customer expectations in accordance with standards.
7. Performs normalization to reduce or eliminate data redundancy and to improve relational database performance.
8. Creates, edits, revises, and coordinates processing and distribution of accountability reports, exception reports, and compliance reports.
9. Codes, tests, debugs SQL queries, views, indexes, triggers, packages, reports, etc.
10. Assists in identifying and troubleshooting application, interface, communication, and reporting failures.
11. Reviews data and processes to ensure integrity of information and reports.
12. Tests and evaluates database performance and recommends corrective action if performance is deficient.
13. Makes technology recommendations to support and enhance databases and systems.
14. Creates, maintains, and publishes appropriate system metrics and thresholds for analytical and capacity planning purposes (i.e., Central Processing Unit (CPU), heap, disk, network, agent, pool, tablespace, and buffer utilization, concurrent usages, etc.).
15. Conforms to safety standards, as prescribed.
16. Performs other tasks related to the positions, as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves most aspects of multiplatform enterprise class database systems operations and administration including, but not limited to: database installation, development, maintenance, security, programming, backup, and recovery.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
1. Knowledge of enterprise class computing systems, operations, and capabilities including centralized, distributed, client/server, and web-based environments.
2. Knowledge of and ability to use SQL with implementations in Oracle, Microsoft SQL Server, MYSQL, or Database (DB) 2.
5. Knowledge of Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability (HIPAA) laws and regulations, as it relates to Clark County School District systems and processes.
6. Knowledge of and ability to apply requirements of federal, state, local laws, and District policy and procedures as it relates to accountability, compliance, and achievement for special student populations (i.e., Individualized Education Plan (IEP), Section 504, etc.), as it relates to databases and systems managed.
7. Ability to access SQL databases of various manufacturers for purposes of data integration, import, exports, and reporting.
8. Ability to tune and normalize databases.
9. Ability to design effective database schemas, including tables, indexes, functions, stored procedures, transactions, triggers, defaults, and constraints.
10. Ability to build comprehensive test cases to validate design.
11. Ability to design effective data dictionaries and graphical data models.
12. Ability to translate functional needs into clear problem definitions and solutions.
13. Ability to communicate effectively both orally and in writing.
14. Ability to read and interpret complex material.
15. Ability to write clear, accurate, and concise reports, documentation, user instructions, correspondence, and other written materials.
16. Ability to contribute to the efficiency and effectiveness of the department’s service to customers by offering suggestions and directing or participating as an active member of a development team.
17. Ability to develop and maintain an effective working relationship with District staff, vendors, and other agencies.
18. Ability to maintain knowledge of current technology and new computer user applications.
19. Ability to multi-task and coordinate resolution of multiple technical issues to meet predetermined deadlines.
20. Ability to maintain confidentiality of information.
21. Ability to work flexible hours or shifts.
22. Ability to be on-call for after hours support.
23. Ability to recognize and report hazards and apply safe work methods.
24. 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 Educational Development (GED), college, technical, or trade school transcript, foreign equivalency, etc); and, seven (7) years professional work experience administering database management systems, of which includes at least three (3) years experience managing database management systems; or,
   Associate’s degree in a related field (computer science, management information systems, information technology, etc.) with at least five (5) years professional experience administering database management systems; or,
   Bachelor’s degree in a related field (computer science, management information systems, information technology, etc.) with at least three (3) years professional experience administering database management systems.
2. Three (3) years experience installing, managing, and administering Microsoft SQL Server 7 or later.
3. Experience with Microsoft or third-party tools and utilities used in the management of database systems.
4. Experience using Microsoft Office applications (Word, Excel, Access, etc.).

PROGRAMMING LANGUAGE(S), OPERATING SYSTEM(S), AND SOFTWARE APPLICATION(S) REQUIRED IS CONTINGENT UPON THE CURRENT POSITION VACANCY, ADVERTISEMENT, OR ASSIGNMENT.

Licenses and Certificates:
None Specified
Preferred Qualifications:
1. Certification or certified training in technologies and/or tools required.
2. Experience with supporting a multi-tier, enterprise-level, database application supporting several thousand concurrent users.

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 – Information Systems Department.

WORK ENVIRONMENT:
Strength: Sedentary to medium – exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and 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 to moderate 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, consoles, hardware and software applications, copy machines, telephones, fax machines, laser printers, impact printers, 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.