

# Facilities Data Analyst

## Position Details

Class Code: 1484

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

---

## Position Summary

Under general supervision, manages and maintains the Facilities Services Unit's (FSU's) Capital Planning Management System (CPMS). Analyzes data collected for the Computerized Maintenance Management System (CMMS) and CPMS, assists with reporting and data visualization for central office and site administrators, and develops relational database reporting models.

---

## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Maintains the CPMS, including administration, data validation, and updating project statuses/costs.
2. Analyzes/validates data in the CMMS, CPMS, and other datasets; provides a comprehensive catalog of Clark County School District (CCSD) facilities.
3. Coordinates/facilitates facility system and asset data compilation to develop a comprehensive dataset.
4. Assists users in locating appropriate data sources for their needs through established standards and toolsets.
5. Contributes to formal project planning documents.
6. Answers inquiries regarding team operations, policies, etc.
7. Creates data analysis and delivery solutions using CCSD-standard software tools.

8. Monitors, analyzes, and reviews data application use; recommends changes to data applications' design/delivery.
  9. Assists in reviewing and graphically analyzing FSU data.
  10. Assists in developing application programming interfaces (APIs).
  11. Analyzes and assists in diagnosing users' desktop problems concerning the CPMS and related applications.
  12. Assists in conducting programs and systems testing.
  13. Analyzes, reviews, and assists programmers in maintaining programming documentation to increase operating efficiency, or to adapt programs to new requirements.
  14. Analyzes and evaluates recurring data integrity issues; makes recommendations, takes corrective actions, or seeks programmers' assistance; proactively addresses data integrity issues.
  15. Participates in team projects enhancing support quality/efficiency.
  16. Performs other tasks related to the position, as assigned.
  17. Conforms to safety standards, as prescribed.
- 

## **Distinguishing Characteristics**

Involves managing the CPMS and related applications. Analyzes and validates data. Assists in integrating data between FSU data sources. Utilizes relational database systems to facilitate multiple data source reporting.

---

## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of data manipulation (sorting and summarizing data including descriptive statistics using pivot tables) and working with common, delimited file formats (comma-separated values (.csv), delimited text files (.txt), etc.).
2. Knowledge of common database, spreadsheet, and word processing programs.
3. Ability to generate datasets, data-based analyses, and analytical/textual reports using server-based software provided by Systems, Applications, and Products in Data Processing (SAP), Oracle, Microsoft, or other vendors.
4. Ability to communicate effectively, verbally and in writing.
5. Ability to keep current with technology and applications.
6. Ability to plan and organize work to meet schedules/deadlines.
7. Ability to research, analyze, and track problems to final solution.
8. Ability to work independently.

9. Ability to apply technical knowledge in troubleshooting.
  10. Ability to work in teams with CCSD and contracted personnel.
  11. Ability to ascertain data accuracy to the greatest degree possible.
  12. Self-starter with ability to conduct multiple projects concurrently, independently and as a member of a collaborative team.
  13. Ability to gather and analyze information from various sources, with direction.
  14. Ability to work flexible hours/shifts and be on-call for after-hours support.
  15. Ability to work cooperatively with employees, vendors, and the public.
  16. Ability to recognize and report hazards and apply safe work methods.
  17. Ability to learn common project planning practices and techniques.
  18. Ability to maintain/ensure integrity and confidentiality of information.
  19. Ability to learn FSU systems and terminology.
  20. 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 (General Educational Development (GED), foreign equivalency, etc.).
2. Two (2) years' experience in relational database design, programming, or analysis, and at least two (2) years' experience in database management; or, Bachelor's degree from an accredited college/university in a related field (Statistics, Computer Programming, Computer Science); or, Bachelor's degree from an accredited college or university, and a minimum of six (6) months' experience in relational database design, programming, or analysis; or, Two (2) years' coursework from an accredited college or university, with a majority of courses in Computer Science (CS), Information Technology (IT), data design, or database programming, with one (1) year of experience in relational database design, programming, or analysis, and at least one (1) year of experience in database management.

**NOTE:** Programming language(s), operating system(s), and application(s) required depend on the current position vacancy, advertisement, or assignment.

## **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
3. Safe driving record. Safe driving record must be maintained for the duration of the assignment.

## **Preferred Qualifications**

Experience with Structured Query Language (SQL), R, and/or Python.

---

## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
  2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  4. Safe driving record.
  5. Specific documented evidence of training and experience to satisfy qualifications.
- 

## **Examples of Assigned Work Areas**

FSU offices, and travel to/from schools and other CCSD office settings.

---

## **Work Environment**

### **Strength**

Sedentary/medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

## **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

## **Environmental Conditions**

Climate-controlled office settings 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**

Constant electrical shock 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**

Computers, copiers, fax machines, printers, adding machines/calculators, telephones, etc.

---

## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 03/28/24
- Created: 07/21/21