

# Student Information System Enterprise Systems Integration Specialist

## Position Details

Class Code: 1513

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 62 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, responsible for enterprise systems configuration and integration activities; provides leadership in the development, maintenance, enhancement, and support cycles of highly complex business of education application systems; works directly with the Business Process Expert to initiate/recommend designs and implement highly digitized, cross-functional business processes for schools and departments.

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## Essential Duties and Responsibilities

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

1. Plans, schedules, and reviews applications programming staff work/activities.
2. Trains staff in work procedures and provides technical assistance in difficult situations, as required.
3. Plans, schedules, and performs implementation tasks for business of education systems based on user/system design specifications; creates test plans/scripts, documents test results, and retests, as necessary.

4. Configures enterprise systems for well-defined and highly digitized business processes.
  5. Converts data from third-party or legacy systems into enterprise business systems.
  6. Implements the design of processes/reports for schools, departments, administrators, Nevada Department of Education (NDE), and the public based on specifications to digitize and integrate business processes.
  7. Creates documentation for business of education systems including business process design, setup procedures, and user procedures.
  8. Designs and analyzes system requirements; develops system/programming specifications for staff and contract programmers.
  9. Maintains data integrity and integration to ensure consistency across Clark County School District (CCSD) software systems as defined in the CCSD's Enterprise Data Management Plan.
  10. Maintains data dictionaries and associated business rules to ensure compliance with CCSD data management and governance policies/procedures.
  11. Defines and creates trouble tickets with software vendors when required to address system-related problems.
  12. Manages assigned Problem Management tickets for areas of support including documenting workarounds/resolutions in a Knowledge Base and communicating with Service Desk personnel.
  13. Applies systems analysis techniques and procedures to determine software/system functional specifications in support of upgrades, enhancements, patch fixes, and system implementation projects.
  14. Performs root-cause analysis in identifying and resolving complex problems with business of education-related software systems, which may require software modifications or vendor support tickets.
  15. Schedules all ongoing maintenance activities for assigned systems; reviews problems encountered by operations staff and schools/departments; analyzes efficiency of current system and procedures; schedules modifications and enhancements.
  16. Tracks project statuses and reviews works-in-progress to assure conformance to plans and programming standards.
  17. Provides input into the evaluation of assigned staff.
  18. Conforms to safety standards, as prescribed.
  19. Performs other tasks related to the position, as assigned.
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## Distinguishing Characteristics

Involves project management, development, and support of highly integrated enterprise application systems; responsible for day-to-day leadership of project teams consisting of cross-functional analysis and development staff.

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

1. Knowledge of employee supervision principles and practices, including work planning, organization, performance review/evaluation, employee training, and discipline.
2. Knowledge of project management principles and practices.
3. Knowledge of team development/management and employee motivation.
4. Knowledge of principles and techniques for building enterprise architecture and the process of digitizing cross-functional business processes.
5. Knowledge of principles, practices, and methods of computer programming, systems analysis, and application development.
6. Knowledge of a service-oriented architecture and the principles, practices, and methods of parameter driven, self-service reporting interfaces and dashboards.
7. Ability to develop stored procedures using the Structured Query Language (SQL).
8. Ability to use the latest version of Microsoft SQL Server, including the SQL Server Enterprise Manager or Management Studio development environments.
9. Ability to develop reports using the latest version of Microsoft SQL Server Reporting Services (SSRS).
10. Ability to develop applications using the latest version in the Microsoft Visual Studio development environment.
11. Ability to develop advanced, interactive applications using current programming languages and application technologies such as JavaScript, Hypertext Markup Language (HTML), Java Server Pages (JSP), or other languages/applications, as needed.
12. Ability to manage applications projects and coordinate project resources.
13. Ability to conduct enterprise systems and procedures analyses and make sound recommendations for new applications.
14. Ability to review/analyze business process requirements and develop effective solutions.
15. Ability to develop detailed programming specifications and write complex computer programs.

16. Ability to prepare clear and concise reports, documentation, and other written materials; maintains organized, accurate records of work performed and assists in developing training materials/programs.
  17. Ability to exercise independent judgment within established procedural guidelines.
  18. Ability to supervise, train, and evaluate assigned staff.
  19. Ability to maintain current knowledge of technology and new user applications.
  20. Ability to coordinate multiple projects and meet pre-determined deadlines.
  21. Ability to work flexible hours or shifts.
  22. Ability to develop and maintain effective working relationships with CCSD staff, vendors, and other agencies.
  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.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (General Educational Development (GED), foreign equivalency, etc.).
2. Bachelor of Science degree from an accredited college or university in Mathematics, Computer Science, Management/Business Information Systems, or related fields; and, four (4) years of experience developing large computer applications using various high-level programming languages (such as JavaScript, Hypertext Markup Language (HTML), Java Server Pages (JSP), or other languages) and using enterprise database and structured query language environments (SQL) to develop applications, views, stored procedures, reports, and data extracts – preferably in the latest version of the Microsoft SQL Server environment using the Microsoft SQL Server Enterprise Manager or Management Studio development environments, Microsoft SQL Server Reporting Services (SSRS), and the Microsoft SQL language; or,  
Associate's degree from an accredited college or university in a related field, or two (2) years of college with a focus in Mathematics, Computer Science, Management/Business Information Systems, or related fields; plus, six (6) years of experience as described above; or,  
Eight (8) years or more of experience as described above.

## **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**

1. Supervisory experience.
  2. Core product knowledge of the current Student Information System.
  3. Familiarity with the database schema of the current Student Information System.
  4. Knowledge of network fundamentals.
  5. Ability to manage projects using the latest project management methodology.
  6. Ability to develop interactive forms using Adobe Acrobat Professional 9 or higher.
  7. Ability to develop flow diagrams using Microsoft Visio.
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## **Document(s) Required at Time of Application**

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

CCSD Central Information Systems Department, and travel to and from schools and other CCSD office settings.

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## **Work Environment**

### **Strength**

Sedentary/medium – exert force up to 25-50 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 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**

Frequent 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).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Various computers, printers, modems, telephones, fax machines, etc.

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### **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: 05/08/13