Database Analyst III (Web-Based) – Assessment and Accountability

Position Details

Class Code: 1519
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: Pay Grade 62 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, coordinates, designs, develops, and implements interactive web-based relational database systems/applications, primarily focusing on accountability, school improvement, and related data for Clark County School District schools/performance regions and the public. Creates, programs, and maintains web-based applications and internal databases by managing/implementing standards, procedures, revision lists, security, and documentation.

Essential Duties and Responsibilities

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

1. Reads and interprets state/federal legislation regarding accountability, Family Educational Rights and Privacy Act (FERPA), and School Improvement.
2. Assists departments with technical development of web-based applications/systems.
3. Creates and maintains web-based applications/systems.
4. Accesses, extracts information from the Nevada State Accountability Reporting System, student information system (SIS), and Identity Management Systems to fulfill extensive, comprehensive data requests from District departments.

5. Confers with project manager(s) and programmer(s) to define functional requirements, model data, resolve errors, implement final products, and ensure integrated systems meet development standards.
6. Plans, prepares, defines, structures, develops, and programs web-based applications/database systems.
7. Works with department staff to define and implement interfaces; ensures that browsers and other clients interact properly with required database systems.
8. Works with department staff to design relational database systems benefitting all users.
9. Modifies relational database systems as data needs and laws change.
10. Resolves systems design conflicts between the department and internal/external users.
11. Designs and implements relational database security/recovery procedures.
12. Reduces/eliminates data redundancy and improves relational database performance via normalization.
13. Writes requirements, specifications, data dictionaries, self-documenting code, etc., according to documentation standards.
14. Trains District staff on accountability databases and related information.
15. Presents system functionalities to staff; oversees system implementation.
16. Tests and evaluates system performance; recommends corrective action if system performance is deficient.
17. Assists with accountability-related data/reporting at the school, District, and state levels.
18. Creates/maintains custom reports requiring knowledge of the SIS, HCM system, and Student Data Mart/Student Operational Data Store.
19. May supervise and evaluate staff, as assigned.
20. Conforms to safety standards, as prescribed.
21. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves in-depth knowledge of application/database development, management, and implementation, requiring strong technical skills/experience in web-based relational database systems design and programming.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to write/understand code in PHP and Javascript; knowledge of Cascading Style Sheets (CSS), Hypertext Markup Language (HTML5), Ajax/JavaScript Object Notification (AJAX/JSON), and others as needed.
2. Ability to develop logical procedures, code steps into programming instructions, develop validation tests, and load test programs.
3. Ability to troubleshoot hardware/software problems and debug programs/applications.
4. Ability to learn operating principles/characteristics of District hardware.
5. Ability to access, use, edit, and maintain student/staff databases, including SIS.
6. Ability to access, use, edit, and maintain IDMS student database data/reporting systems.
7. Ability to use database query languages and web-based client/server development environments for school, performance region, District, and state reporting needs.
8. Ability to exercise independent judgment within established procedural guidelines.
9. Ability to tune and normalize databases.
10. Ability to design effective databases, database schema, and data dictionaries.
11. Ability to translate functional needs into clear problem definitions and solutions.
12. Ability to write clear, concise, accurate reports, documentation, user instructions, correspondence, etc.
13. Ability to contribute to the department's service efficiency/effectiveness by offering suggestions and actively directing or participating in team efforts.
14. Ability to keep current with technology and applications.
15. Ability to coordinate multiple projects and meet predetermined deadlines.
16. Ability to work flexible hours/shifts.
17. Ability to develop and maintain effective working relationships with District staff, vendors, agencies, parents/guardians, and charter school administrators.
18. Ability to recognize/report security risks and apply safe work methods, management principles, and practices.
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 equivalency, etc.)
2. Seven (7) years' position-related experience, including at least three (3) years as a database systems developer; or,
Bachelor's degree from an accredited college/university, and at least three (3) years' experience working with school district-/state-level databases and reporting systems.
3. Experience with Adobe Acrobat Professional (version 8 or higher.)
4. Experience in accessing and extracting information from data systems.

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

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

1. Bachelor's degree from an accredited college/university in Computer Science (CS), Management Information Systems (MIS), or a related field.
2. Structured Query Language (SQL) and MySQL.
3. JavaScript, PHP, AJAX/JSON, CSS, and HTML5 experience.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Copy of a valid driver's license or state-issued identification card.
3. Transcript(s) from an accredited college/university, if applicable.
4. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

CCSD Assessment, Accountability, Research, and School Improvement (AARSI) Division, or Office of the Deputy Superintendent.

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, a Video Display Terminal (VDT) screen, 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

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, internet, software, printers, modems, local area network (LAN) resources, scanners, copiers, telephones, fax machines, 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: 08/14/23
- Created: 06/12/09