

STUDENT DATABASE ANALYST

Grade 18

Purpose Statement

The job of Student Database Systems Tech (Student Database Analyst) is done for the purpose/s of managing student information database systems; providing instruction and advice to system users; analyzing problems and issues related to the Student Information System and related software; coordinating usage among all system users; and producing a wide variety of statistical reports.

This job reports to Assigned Supervisor

Essential Functions

- Assists District staff with a variety of actions (e.g., enrollment projects and attendance, Medi-Cal etc.) for the purpose of helping the District make short- and long-range plans.
- Collaborates with District stakeholders in a variety of actions (e.g., optimization of system by IT staff, short- and long-range plans with school administrators, access to student databases, etc.) for the purpose of ensuring the database systems are in good working condition, are used to capacity by District personnel, and are accessible only to personnel with permissions.
- Compiles and submits data and periodic reports (e.g., attendance (ADA) data for P-1, P-2. Annual Reports, CALPADS, SEIS, Medi-Cal, etc.) for the purpose of ensuring district funding.
- Creates reports and report options for the purpose of providing personnel with information customized to their specific needs.
- Develops user information on basic systems' operations for the purpose of providing instruction and reference.
- Identifies issues related to the student information systems and software applications (e.g., duplicate records, problems in running reports, etc.) for the purpose of resolving user problems.
- Inputs data into information systems (e.g., student record updates, assessment records, attendance, Medi-Cal etc.) for the purpose of ensuring accuracy of data.
- Instructs District and site staff on the use of the student information system (e.g., new applications, upgrades, updates, reports, etc.) for the purpose of ensuring proper and efficient use of system.
- Maintains database systems for accuracy of information (e.g., removing duplicate records, updating records, etc.) for the purpose of ensuring availability of required items.
- Participates in meetings (e.g., in-services, workshops, etc.) for the purpose of communicating student information system capabilities while meeting District goals.
- Presents information to District stakeholders (e.g., administrators, school staff, etc.) for the

purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.

- Provides technical support to District stakeholders (e.g., system use, reporting problems, etc.) for the purpose of ensuring the smooth and effective operation of the student database systems.
- Researches work-related topics (e.g., changes in state reporting requirements, etc.) for the purpose of remaining current in the field and making recommendations to the District.
- Responds to a wide variety of inquiries for the purpose of resolving problems while supporting site and district users.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: current generation office software; and database systems.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability-based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; establishing and maintaining effective working relationships; communicating with persons with diverse technical knowledge and skills; maintaining confidentiality; and working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education (Minimum): Targeted, job related education with study in job-related area.

Equivalency: Extensive work-related experience with increasing levels of responsibility.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

- Criminal Background Clearance
- Physical Capacities Test Clearance
- Tuberculosis Clearance

FLSA Status

Non-Exempt

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.