DATABASE SPECIALIST	
DEPARTMENT/SITE: District Department or School Site	**SALARY SCHEDULE:** Classified Bargaining Unit **SALARY RANGE:** 38 per 2023-2024 Schedule **WORK YEAR:** 12 Months (260 Days)
REPORTS TO: Chief Technology Officer or assigned supervisor	**FLSA:** Non-Exempt

BASIC FUNCTION:
Develop and customize reports and report-based applications to meet District, local, State, and federal reporting criteria and to facilitate the analysis of data; design and maintain District websites; design, develop, and deliver traditional and online training programs and documentation. The incumbents in this classification assist in supporting students by ensuring accurate and efficient management of educational data, which directly supports student learning.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:
The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

Utilize Structured Query Language (SQL)-based tools to build complex, highly focused queries, stored procedures, views, pivot tables, and others, enabling users to sort data and generate reports in both electronic and printed formats.

Design, build, maintain, and publish reports required by schools, departments, County, State, and Federal agencies.

Utilize expertise in database technology and associated infrastructure to resolve user/client data problems; make recommendations, develop processes, access resources and implement other mechanisms that will guarantee data quality and integrity.

Maintain student demographic data in a relational database for enrollment records management, and other related data.
Assist in the definition and development of system databases and serve as a resource to other District staff.

Design and maintain data extraction and upload routines for re-rostering of non-local and third-party databases.

Conduct system-level testing and assist end users with acceptance-level testing.

Maintain a continuing collaborative relationship with users to ensure the implementation and maintenance of systems.

Coordinate the data cleansing, data mapping, and data conversion efforts for integrated relational databases; code scripts to move data between disparate systems.

Utilize technical expertise to design aspects of independently developed websites to tie into the District's website.

Provide end-user support documentation and training; utilize measurement systems to evaluate the effectiveness of training and development programs; drive to various sites to conduct work.

Write, review, and document applications as required.

Perform technical writing of information in databases, electronic files, online and hard copies, including manuals, help files, and instructions; edit content throughout the development process.

Perform periodic software updates and backups.

Perform classification-related duties as assigned to ensure the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Client/Server, relational database, web data warehouse, and portal technologies.
Microsoft Server, MS SQL Server, and Microsoft Structured Query Language.
Transact-SQL language, stored procedures, triggers, user-defined functions, and views.
Execution hooks, web application development tools, database security including access control, backup, and recovery techniques.
Information transfer, sharing, and communications among differing computer systems.
Computer Client/Server and web-based data management systems.
Client/Server, multi-tiered architecture and technologies.
California school district's enrollment and scheduling process and reporting criteria.
Adult learning principles, project management, and curriculum development.
Copyright laws, privacy laws, and District policies related to network/computer access.
Oral and written communication skills.
Basic math, including calculations using fractions, percentages, and/or ratios.
Current generation and legacy computer operating and networking systems.
Data processing and computer networking equipment, software, and systems applications, including software licensing.
Operating characteristics and capabilities of computer systems in a variety of County Office and School District environments.

ABILITY TO:
Develop and customize reports and report-based applications to meet District, local, State, and Federal reporting criteria and to facilitate the analysis of data.
Design and maintain District websites.
Design, develop, and deliver traditional and online training programs and documentation.
Operate microcomputer equipment, operating systems, and a variety of computer applications.
Analyze complex procedures, data constructs, and data to develop logical conclusions.
Communicate technical information clearly to users/clients.
Utilize a variety of technical and non-technical resources to achieve directives, goals, and objectives.
Communicate effectively in both oral and written form.
Establish and maintain accurate records and files and prepare reports.
Work independently with minimal supervision.

Work various shifts to meet the needs of the assigned duties.
Establish and maintain effective relationships with those contacted in the performance of assigned duties.
Meet schedules, timelines, and set priorities.
Communicate with individuals with varying degrees of technical knowledge, skills, and understanding
Adhere to safety practices.
Compose a variety of documents.
Consider a variety of factors when using equipment.
Maintain current, up-to-date knowledge in the field of expertise.
Read and process a variety of manuals, and write documents following prescribed formats.

EDUCATION AND EXPERIENCE:
Any combination equivalent to graduation from high school or equivalent, a bachelor's degree in computer science, information systems, or related field, and three years of experience in systems development and programming of major business and/or educational applications in an interactive, online environment.

LICENSES AND OTHER REQUIREMENTS:
Must possess a valid California driver's license and maintain qualification for automobile insurance coverage.
Driving a vehicle to conduct work.

WORKING CONDITIONS:

ENVIRONMENT:
The job is performed in a generally clean and healthy indoor office environment.
Frequent interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Seeing to read and prepare a variety of materials, view a computer monitor for extended periods of time, and perform assigned activities.
Hearing and speaking to exchange information in person and on the telephone.
Sitting and/or standing for extended periods of time.
Reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies.
Bending at the waist, kneeling, or crouching to file, shelve, and/or retrieve materials.
Regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds, with assistance.

HAZARDS:
Traffic hazards.
Sharp objects.

CLEARANCES:
Criminal Justice Fingerprint / Background
Tuberculosis
Pre-placement Physical and Drug Screen