

## **CONTRA COSTA COUNTY OFFICE OF EDUCATION**

**CLASS TITLE: STUDENT DATA SYSTEMS SPECIALIST (SDSS)**

**RANGE: 20**

### **BASIC FUNCTION:**

This grant-funded position will support the Contra Costa County Office of Education in leading the newly-funded Diablo Gateways to Innovation (DGI) Consortium and other grant related activities. This position will terminate once the Consortium's grant-funded activities related to the California Career Pathways Trust (CCPT) grant have ended on June 30, 2017.

Under the direction of an assigned supervisor, the incumbent will perform a variety of activities in support of various databases including California Longitudinal Pupil Achievement Data System (CALPADS), and Student Information Systems (SIS), and Cal-PASS Plus; provide technical assistance to database users; assist in the development, implementation and maintenance of database and system applications. Prepare, maintain, process, reconcile and verify various data, records and reports.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Develop and maintain comprehensive records and research files, both electronic and hard copy.

Collect, assemble and perform statistical analysis of data and information related to the Career Technical Education (CTE) pathways project. Create report designs; Run complex reports to extract data from database systems as required by the State and those school districts and community colleges participating in the Consortium. Assure accuracy of reports and identify and resolve data errors as needed.

Work closely with school districts, community colleges and industry partners to produce necessary reports.

Operate a variety of computers and use various software packages related to data analysis; use statistical analysis software and similar information management tools; perform relational database analysis. Produce spreadsheets and word processing documents utilizing Excel.

Perform a variety of technical duties in the analysis, maintenance and modification of the SIS database; schedule, initiate, monitor and assure completeness of database back-ups; make necessary alterations and assure proper functioning of assigned databases and tables.

Provide technical assistance and training to SIS users; respond to inquiries and provide technical

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information; serve as liaison between sites to establish proper support and resolve major database issues.

Assist in the development, implementation and maintenance of database and system applications; test new software for effectiveness and compatibility with existing databases; analyze user requests and specifications to determine operational and informational needs.

Perform research in the maintenance and modification of assigned databases as necessary; provide recommendations to administrators concerning new databases and system hardware and software; develop program design specifications.

Work with department personnel to assure proper implementation and maintenance of various databases and computer systems; communicate with database developers to correct problems and add features.

Provide training to personnel in the use of new and existing computer systems and databases; prepare related training materials.

Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Drive a vehicle to various sites to conduct work.

Attend a variety of meetings related to the CCPT grant as assigned; participate on committees as assigned.

### **OTHER DUTIES:**

Maintain current knowledge of technological advances in the field.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Management of student information systems databases (i.e. Aeries, PowerSchool, Infinite Campus).

Knowledge of or familiarity with CALPADS, Cal-PASS Plus, Launchboard strongly preferred.

Software programs such as Excel, Access, SPSS or other statistical packages

Computer techniques pertaining to downloading and retrieval of data

Principles, practices and techniques of data base structures and basic computer programming.

Database and application software utilized.

Processes for data entry and validation.

Technical aspects of field of specialty.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

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### **ABILITY TO:**

Perform a variety of technical duties in the analysis, maintenance and modification of the SIS database(s), CALPADS, Cal-PASS Plus, Launchboard.

Perform statistical analysis of data and information related to the CTE pathways project.

Provide technical assistance to database users.

Assist in the development, implementation and maintenance of database and system applications.

Assure proper installation, specifications and operation of database software applications.

Troubleshoot and repair database system malfunctions and maintain system operation.

Provide technical guidance and recommendations concerning existing computer programs and systems.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Meet schedules and time lines.

Maintain records and prepare reports.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: college level course work in computer science or related field and three years' experience maintaining computer databases.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Office environment.

Driving a vehicle to conduct work.

#### **PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to view a computer monitor.

Hearing and speaking to exchange information and make presentations.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing or pulling moderately heavy equipment.

#### **MENTAL REQUIREMENTS**

Flexibility or ability to respond to multiple demands.