CLASS TITLE: STUDENT DATA SYSTEMS SPECIALIST II

RANGE: 25

BASIC FUNCTION:

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 ongoing training and technical assistance and troubleshoot issues on all student information systems; support multiple schools and districts in state reporting requirements; provide guidance to staff in the development and use of student information systems and support staff in maintaining the accuracy and reliability of the data; assist in the development, implementation and maintenance of database and system applications across multiple programs. Prepare, maintain, process, reconcile, verify and analyze various data, records and reports. Ensure compliance with state and federal reporting requirements.

This position is grant-funded and will support the Contra Costa County Office of Education in administering the Diablo Gateways to Innovation (DGI) Career Pathways Trust Consortium, the CTE Incentive Grant Consortium and the Contra Costa County Regional Occupational Program (ROP).

DISTINGUISHING CHARACTERISTICS:

The Student Data Systems Specialist II classification is the highest level position in this class. The position is distinguished from the Student Data Systems Specialist I by the requirement of a bachelor's degree, an additional year of experience, and a minimum of one year as a Student Data Systems Specialist I.   In addition, the Student Data Systems Specialist II supports multiple districts and schools for a variety of programs including the California Career Pathways Trust (CCPT), the Career Technical Education Incentive Grant Program (CTEIG) and ROP. The Student Data Systems Specialist II is also responsible for comprehensive state and federal reports which require coordination with multiple schools in the region.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Perform a variety of technical duties in the analysis, maintenance and reporting of data; develop expertise with a variety of different database systems and train staff to access required data correctly and accurately; develop standardized reporting tools to assist district staff with collection of data to ensure uniformity.

Maintain current knowledge of reporting systems, related databases and requirements. Keep staff informed of state or database updates and/or changes. Provide technical information and guidance regarding reporting rules and regulations. Ensure compliance with state and federal reporting regulations.

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 CCPT, CTEIG and ROP 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 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, Excel, Access, SPSS or other statistical packages (strongly preferred).
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.

ABILITY TO:
Perform a variety of technical duties in the analysis, maintenance and modification of the multiple databases used.
Perform statistical analysis of data and information related to the CCPT, CTEIG and ROP.
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:

Bachelor's degree with some college level course work in computer science or related field; and
Minimum four (4) years of experience maintaining computer databases; and
At least one (1) year working as a Student Data System Specialist I, or comparable position.

LICENSES AND OTHER REQUIREMENTS:

Student Data Systems Specialist II- Continued

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.