CAJON VALLEY UNION SCHOOL DISTRICT

CLASS TITLE: DATABASE SPECIALIST

BASIC FUNCTION:

Under the supervision of the Director Technology Services and general direction of Chief Technology Officer, 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 web sites; design, develop and deliver traditional and online training programs and documentation.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Utilize 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, school boundaries 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 transfer of non-local and third party databases.

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

Maintain a continuing liaison with users to assure 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 web sites to tie into District's web site.

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.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

EDUCATION AND EXPERIENCE: