

**JOB DESCRIPTION**  
**San Leandro Unified School District**

**Information Data Specialist**

**Purpose Statement**

The job of Information Data Specialist is done for the purpose/s of analyzing departmental and individual requirements for database solutions; developing, implementing and maintaining applications; documenting system components and user instructions; producing a wide variety of statistical reports; and serving as a technical advisor to staff and other district personnel.

This job reports to Assistant Director of Technology Assessment, Research & Evaluation and Human Resources

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**Essential Functions**

- Analyzes applications, systems and user requirements (e.g. data sources, input requirements, reporting capabilities, workflow, etc.) for the purpose of creating and enhancing user requested specialized programs and systems.
- Collaborates with a variety of internal and external parties (e.g. users, state and/or federal agencies, Data Management Team, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Coordinates all database activities (e.g. cataloging, file locking, access rights, updates, roll overs for upcoming school year, repairs of corrupted databases, loading all state testing results into District database and pushes data to sites, etc.) for the purpose of monitoring compliance with district policies and security procedures.
- Creates and schedules a variety of standardized and customized reports on a scheduled or ad hoc basis (e.g. CALPADS, OARS, SBAC, CALTIDES, CAHSEE failed test reports, SARC graduation database, pre-IDs, early warning system for student dropouts, free and reduced meal program, special education levels, etc.) for the purpose of producing state and district mandated reports and distribution to appropriate parties in an efficient and timely manner.
- Establishes and maintains cooperative and effective working relationships with students, parents, administrative officials, and other agencies.
- Designs a variety of databases and support processes (e.g. server configuration, security, disaster recovery and backups, structures, logical data model, scripts and stored procedures, tech standards, monitoring utilities, tuning methods, etc.) for the purpose of ensuring the stability and performance of production databases and providing end users with access to accurate stored data
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- Develops functional and system/software specifications from information gathered at user meetings and/or interviews with internal and non-district staff for the purpose of documenting/interpreting user requests, identifying data sources and creating working plan.
- Develops and implements new software and applications, systems and system components (e.g. monitoring project plans and schedules, developing program code and user interfaces, documenting applications, parent on-line registration, student course requests, SBAC, etc., etc.) for the purpose of addressing organizational needs and providing operational capabilities to users.

- Inputs data into student information system and ancillary programs (e.g. SBAC, ILLUMINATE, ARIES, etc.) for the purpose of ensuring availability and accuracy of data in compliance with established guidelines and mandated requirements.
- Maintains existing systems (e.g. add or update requested changes, enhancements, data source changes, creating code, adding additional functionality, etc.) for the purpose of providing production support in ensuring the ongoing availability of information needed to meet mandated requirements.
- Oversees assigned projects and/or program components (e.g. on-line registration portals, CALPADs, bar code scanning for fixed assets, data analysis for early warning system for student drop-out, homeless population counts, review of student demographic data for errors, assessment data integration, etc.) for the purpose of ensuring the security and reliable operations of district database.
- Participates in and/or facilitates meetings and workshops (e.g. group training, one-on-one training, vendor contacts for troubleshooting software, state data system trainings, etc.) for the purpose of communicating student information system capabilities and/or accommodating district goals.
- Prepares a wide variety of complex materials (e.g. instructions, notices, pre-ID files for all state assessments, technical standards, security policies, training materials, state/local and federal reports, summary reports from data queries, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
- Serves as a technical resource to department and district staff (e.g. new applications, upgrades, updates, report production, file printouts, labels, query functions, data exports, etc.) for the purpose of ensuring proper and efficient use of system, providing information and/or advice regarding active or planned projects.
- Tests and/or monitors the testing of developed application software for the purpose of ensuring that product matches defined requirements and expected functionality.
- Troubleshoots application software and malfunctions of database systems for the purpose of isolating bugs, resolving operational issues and restoring services.

### **Other 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 multiple, 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: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records including developing and maintaining time estimates and schedules; and utilizing pertinent software applications.

KNOWLEDGE is required to perform advanced math; 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: relational databases, record structures, media input and output devices; and current generation and legacy application programming methodology including object based design, operating systems, protocols, and programming languages, process and data modeling techniques; database theory; and project management.

ABILITY is required to schedule activities and/or meetings; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a 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 wide diversity of individuals; work with data of varied types and/or purposes; and utilize a wide 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 significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; setting priorities; working with frequent interruptions; and applying logical processes and analytical skills.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

**Working Environment**

The usual and customary methods of performing the jobs 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 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience within a specialized field is required.

Education Targeted, job related education with study in job-related area.

Equivalency

Required Testing assessment Must pass district's qualifying Certificates

Pre-Employment Training Required

Continuing Educ./Training

Clearances  
Criminal Justice Fingerprint/Background Clearance  
TB Screen

<u>FLSA Status</u>	<u>Board Approval Date</u>	<u>Salary Range</u>
Non Exempt	November 10, 2015	50