



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

DATABASE ANALYST

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform a variety of complex, journey-level administrative duties related to the planning, development, and implementation of SQL databases and interactive web-based relational/SQL database systems; create and maintain SQL databases and web-based databases by managing and implementing standards, procedures, security, and documentation; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Perform complex duties in planning, preparing, defining, structuring, developing and programming of SQL databases and/or web-based database systems.
- Confer with district administrators/staff, project managers to define functional requirements
- Perform data modeling and implement final products.
- Resolve errors and interface problems and insures integrated systems in accordance with development standards.
- Work with department staff to modify relational database systems as data needs change.
- Design and write SQL queries and SSIS and SSRS reports for systems.
- Provide customer service by resolving systems' design conflicts between the department, internal and external end users.
- Test and evaluate systems performance and recommend corrective action if system performance is deficient.
- Ensure activities adhere to established safety standards/regulations.
- Prepare and maintain a variety of records and reports related to assigned activities.
- Communicate with personnel and outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Conforms to safety standards as prescribed.
- Performs other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Database development and implementation, requiring a high level of technical skill and experience in SQL databases and web-based relational database systems' design and programming techniques.
- Structured query language, relational databases and their structures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.

ABILITY TO:

- Skillfully operate various computers, hardware and software applications, printers, LAN resources, the Internet, scanners, copiers, SQL servers,
- Debug queries.
- Plan, prioritize, coordinate, and organize work.
- 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.
- Meet schedules and timelines.
- Maintain records and prepare reports.

EDUCATION AND EXPERIENCE

EDUCATION:

Bachelor's degree in Computer Information Systems or a related field. 60 semester hours of college coursework and 2 years' experience in database systems and SQL can be substituted for the Bachelor's degree.

EXPERIENCE:

One year of paid programming experience in SQL database or web-based client/server, software development environment, and database systems development. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's License.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

A Bachelor's degree in Computer Science or Management Information Systems is preferred, but not required. Experience supporting an environment in a school district is preferred but not required. Attendance at a technical or trade school with an emphasis in computer science or a closely related SQL database field is preferred, but not required. Experience with SQL Server, Microsoft Visual Studio (.NET version preferred), Structured Query Language (SQL) and MySQL is preferred.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

- Will frequently exert 30 to 50 pounds of force to lift, carry, push, pull or otherwise move objects
- Will sit most of the time, but may involve walking or standing for brief periods of time
- Must be capable of perceiving the nature of sound
- Must possess visual acuity and depth perception
- Must be capable of providing oral information in person and over the telephone
- Must possess the manual dexterity required to operate equipment
- Reasonable accommodation may be made to enable a person with disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

N/A

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