

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISIED/APPROVED NOVEMBER 2006**  
**RANGE: 55.0**  
**CLASSIFIED**  
**CODE: NONE**

## **DATABASE SPECIALIST II**

### **DEFINITION**

Under general supervision, provide database development and database support to Kern County Superintendent of Schools Office employees and school district employees.

Conduct database needs assessments, modify existing databases, assist with development of new databases, and/or assist with migration of existing systems to integrated relational database systems.

The Database Specialist II will also make modifications to existing database systems in support of report generation for users.

The Database Specialist II will provide technical assistance and training to end users on new systems;  
provide technical assistance;

provide troubleshooting diagnostics, and provide user support in person or via telephone and electronic messaging.

### **EXAMPLES OF DUTIES**

Under general supervision the Database Specialist II may be responsible for database system analysis and design;

database development and programming to support user reporting and information resource storage;

graphical user interface design;

identifying and correcting database system problems;

installation of new or replacement database systems and maintenance of system integrity;

evaluation and modification of existing database applications;

verification of correct system operation;

ensuring compliance with office database development standards;

providing review and consultation on database software products to make and support recommendations to internal departments and client districts;

conducting inservice programs and classes for management and clerical personnel on database applications;

working cooperatively with user support specialists, help desk operators, and network engineers to ensure effective operation of database systems;

attending training sessions to learn database applications, management systems, and operating environments;

performing other general database support duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Computer hardware and software systems;

thorough knowledge of microcomputer database applications such as Microsoft Access, FoxPro for Windows/Macintosh, DBIV, or 4th Dimension;

knowledge of ANSI SQL and supersets as applied in high-volume multiuser SQL-based systems (e.g., Sybase, Oracle, or DB/2);

cross-platform issues and solutions;

UNIX or LINUX desirable;

understanding of WEB techniques including Perl programming desirable.

### Ability to:

Program in C languages, Open Script language, Visual Basic Language, or in Microsoft JET engine and Object role modeling;

ability to develop ANSI SQL scripts;

document, service and maintain database systems in a network environment such as Novell 4.x Netware;

maintain cooperative liaisons with district and county personnel;

conduct inservice training in the use of relational database systems and standard client/server software.

### Experience:

Minimum of three (3) years of experience working with relational database systems in an applied setting which may include any or all of the following experiences-software application;

development and customizing;

database application development and database modeling (Object role modeling);

open Script and DLL based scripts for Windows applications;

or application development with high-volume database management systems like Oracle, Sybase, or DB2;

any combination of the above experiences is acceptable with demonstrated proficiency in major Microsoft applications and with at least one year of experience programming in C languages, Open Script Language, Visual Basic language, or Microsoft Jet engine and Object role modeling;

minimum of one year of experience working in local-area network environments, such as Novell 4.x, Microsoft Windows NT, or OS/2.

### Education:

Graduate from a four-year college or university with a Bachelor's degree in computer science or related field;

OR

work experience in a comparable position can be substituted on a year-to-year basis in place of post high school education requirement.

A four-year degree in business administration or other related field, with appropriate supporting experience, is acceptable.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

11/4/15

G:\Database Specialist II.doc