KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2020
RANGE: 59.5
CLASSIFIED - OVERTIME EXEMPT
CODE: 2, 6

CSIS DATABASE PROGRAMMER/ANALYST
(California School Information Services)

DEFINITION
Under direction of the CSIS Information Systems Administrator, plan and execute tasks supporting the operation and use of database and data warehouse structures and systems supporting the California School Information Services (CSIS) program staff, local education agencies (LEAs) and the California Department of Education (CDE).

As a CSIS technical staff member, the CSIS Database Programmer/Analyst (DBP/A) may lead technical and procedural efforts that establish, document and carry out detailed services to CSIS Program participants.

EXAMPLES OF DUTIES
Determine data manipulation needs within the CSIS architecture and building of data storage and retrieval routines necessary to the development, implementation and operation of systems in a client-server, multi-tier architecture;

work as a technical team member contributing to a wide variety of tasks including systems analysis for database needs, design of both logical and physical data structures;

development and maintenance including use of Data Definition Language (DDL);

development and support of database update and retrieval modules based upon Structured Query Language (SQL);

implement and maintain procedures for the efficient and effective deployment and use of data access, retrieval and storage routines including use of Remote Procedure Calls (RPCs);

coordinate and participate in training of CSIS Program staff and staffs of other agencies as directed;

provide timely and accurate reporting of CSIS technical issues to the CSIS Information Systems Administrator, and as directed to key stakeholders and other entities;

serve as a cooperative and contributing member of the CSIS Program Office team;

complete other duties as assigned.

QUALIFICATIONS
Knowledge of:
Knowledge of the use of database management systems (DBMS) products and tool sets;

thorough knowledge of one or more relational or multidimensional database management systems (DBMS) such as Oracle, SQL Server, Informix or Sybase, plus demonstrated knowledge of microcomputer database tools such as Access, FoxPro, 4th Dimension or similar product;

capabilities, capacities and limitations of databases and or computer hardware and software systems;

advanced principles, practices and computer systems development methodologies;

and client support issues and concepts.

Ability to:
Proven ability to effectively work on concurrent tasks and with multiple entities;

work with formal organizational structures as well as with flexible teams;

build and manage constructive inter-personal relationships;

excellent written and verbal communication skills.

Experience:
A minimum of two (2) years of combined experience in designing for, development of, implementing and using relational or multidimensional database management systems (DBMS) is necessary.

Experience with high-end servers and mini or mainframe with large-scale implementations is preferred;

experience using microcomputer platforms is acceptable;

demonstrated progress in job assignments for this period is expected.

Desirable experience includes: Four (4) or more years of experience in large scale, enterprise database and data warehouse applications;

four (4) or more years of experience in client-server and/or server based applications;

two (2) or more years working with school and/or student based information systems;

two (2) or more years working in local area and wide area network (LAN/WAN) environments;

some experience using advanced CASE or other data and systems design tools.

Education:
AA or AS degree required.

Work experience resulting in an equivalent knowledge base may be substituted for the degree requirement on a year for year basis.

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 is overtime exempt and has a probationary period of six months.

RT: rn
7/21/2020
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