



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: DATABASE/APPLICATIONS ANALYST

BASIC FUNCTION:

Receives general direction from the Database/Applications Supervisor to provide Database/Applications expertise and support for the district financial, student and network applications.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Develop, implement and maintain applications security.

Provides leadership for project management, technical reporting, standards development, and systems administration practices.

Assists administrative, instructional and support personnel to plan and implement a wide range of technology-based projects.

Provides set-up and operation of district financial and student applications.

Plan, organize and implement protocols and processes for district database management.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Problem solving skills
- Record keeping techniques
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- District organization, operations, policies and objectives
- Fund Accounting Principles
- Unix/AIX Operating System(s)
- Oral and written communication skills.

Database/Applications Analyst – Continued

ABILITY TO:

- Work tactfully and effectively with significant organizational impact
- Communicate clearly and effectively both orally and in writing
- Provide technical information and assistance to others related to database management
- Plan and organize work
- Maintain records and prepare reports
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to:

- AA degree in computer science or related field preferred
- A minimum of two (2) years of database related experience; Preferably Oracle DBA utilizing Oracle reports or Crystal reporting, along with MS ACCESS, MS SQL, PL/SQL and Transact SQL background. (Additional related experience may be substituted for education on a year-for-year basis)

LICENSES AND CERTIFICATES

- Possession of a valid California driver's license
- First Aid and CPR certificates must be obtained within sixty (60) days from date of hire

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment

PHYSICAL DEMANDS:

Employees in this position must have/be able to:

- Sit for extended periods of time.
- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Bend at the waist, kneel or crouch.
- See, hear and speak with/without assistive devices sufficient to communicate effectively with **others**.
- Reach overhead, above the shoulders and horizontally, grasp, push/pull.
- Lift and/or carry up to 25 lbs at waist height for short distances.

Board Adopted: 1/11/05
CSEA Chapter 821
Salary Range: 60