

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Data Base Analyst	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Integrated Technology Support Services	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	060 OTBS
REVISED:	March 29, 2011		

BASIC FUNCTION:

Analyze, plan, program, and modify data base management systems.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Participate in the overall structural design of the data base system. **E**

Analyze potential Data Base Management System applications to determine feasibility, requirements, and cost effectiveness. **E**

Assist in the development, maintenance, and control of standards for data base information and its usage. **E**

Perform design and programming to ensure data base security, integrity, and availability. **E**

Participate in the development of the proposal, design, programming, and implementation phases of administrative applications added to the data base system. **E**

Develop, design, and write necessary programs and documentation to provide for backups, reloads, recovery, timely updates, and restructuring of the data base systems. **E**

Aid in the establishment and maintenance of a data dictionary system. **E**

May train and direct the work of others.

Perform related duties as assigned that are reasonably related to the job classification.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to college level courses in information systems or other related field supplemented by college level courses in systems analysis and programming, and two years of recent, progressively responsible experience in systems development and programming, preferably including one year of experience working with an Enterprise scalable Relational Database Management System.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

The methods and skill in the application of techniques involved in establishing and maintaining an effective Data Base Management System.

Maintenance and administration tasks related to Relational Database Management Systems.

Reading and writing English communication skills.

ABILITY TO:

Develop control standards and security; ensure access and availability to systems.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Meet schedules and time lines.

Maintain records.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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Job Code 6731

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