

Data Visualization Analyst I

Position Details

Class Code: 1200

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 59 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, designs and develops interactive data visualizations using tools/software packages to support data-based decision-making for Clark County School District schools.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Works directly with school and central office administration to gather functional requirements; works with departmental team to synthesize final functional requirements.
2. Structures, develops, and programs interactive, dynamic data visualizations (i.e., charts, graphs, tables, etc.) to meet end-users' functional needs.
3. Develops/conducts quality assurance checks to test, validate, and evaluate department data visualizations for accuracy, performance, and alignment with end-user requirements.
4. Identifies functional data stores needed to fulfill data visualization needs; creates Extract, Transform, Load (ETL) procedures necessary to access data stores in data visualization toolsets.
5. Resolves end-user inquiries in a timely, professional, proactive manner.

6. Writes requirements, specifications, data dictionaries, self-documenting code, and other documents according to documentation standards.
 7. Writes end-user documentation including procedures and instructions; assists end-users in implementing new/modified programs and applications.
 8. Designs and provides training to school staff/administration on the use, manipulation, and analysis of interactive data visualizations.
 9. Monitors, analyzes, and reviews the use of data applications; recommends improvements to data applications' design and delivery.
 10. Maintains effective communication with customers throughout application development.
 11. Conforms to safety standards, as prescribed.
 12. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Designs and develops general data visualizations to meet end-users' requirements.

Knowledge, Skills, and Abilities (Position Expectations)

1. Ability to write queries using Structured Query Language (SQL), including aggregate functions and groups by/having statements.
2. Ability to write SQL stored procedures using Procedural Language (PL)/SQL or Transact (T)-SQL.
3. Ability to create ETL procedures with commercial tools or SQL stored procedures.
4. Ability to create data visualizations using commercial toolsets or scripting languages.
5. Ability to translate end-user functional needs into clear problem definitions and solutions.
6. Ability to support end-users by phone, e-mail, and face-to-face in small group settings.
7. Ability to keep current with technology and applications.
8. Ability to ascertain data accuracy to the greatest degree possible.
9. Ability to work on teams with coordinators, analysts, database administrators, and other District personnel.
10. Knowledgeable of common database, spreadsheet, word processing, and student information system (SIS) programs.

11. Ability to learn/apply pertinent policies, procedures, laws, and regulations.
 12. Ability to plan and organize work to meet schedules/deadlines.
 13. Ability to communicate clearly and concisely, verbally and in writing.
 14. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Five (5) years' professional work experience interfacing with enterprise databases (i.e., MySQL, Oracle, SQL Server, etc.) to create reports, data visualizations, or business intelligence solutions; or, Associate degree from an accredited college/university in a related field (i.e., Computer Science (CS), Computing and Information Technology (CIT), etc.) and three (3) years' experience as described above; or, Bachelor's degree from an accredited college/university in a related field and one (1) year of experience as described above.
3. One (1) year of experience writing queries, functions, and stored procedures using SQL.
4. One (1) year of experience creating reports, data visualizations, or Business Intelligence (BI) solutions using a commercial toolset or a scripting language.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Bachelor's degree from an accredited college/university in Computer Science (CS) or Management Information Systems (MIS).

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license or state-issued identification card.
 3. Transcript(s) from an accredited college/university, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD Assessment, Accountability, Research, and School Improvement (AARSI) Division, and travel to/from schools and District offices.

Work Environment

Strength

Sedentary/medium - exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, printers, copiers, calculators, fax machines, telephones, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 08/11/23
- Created: 07/10/14