

# Database Analyst III – Special Education Management Systems (SEMS)

## Position Details

Class Code: 1521

Job Family: Information Systems

Classification: Support Professional

Terms of Employment: [Pay Grade 62 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, implements, modifies, supports, and manages relational database systems, servers for client/server and web-based applications in support of special student population processes, requirements, compliance, and accountability. Creates, implements, modifies, supports, documents, and maintains Structured Query Language (SQL) databases/code in compliance with policies, procedures, and standards.

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## Essential Duties and Responsibilities

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

1. Confers with management, business owners, vendors, etc., to define functional requirements, model data, and implement database solutions.
2. Plans, prepares, develops, documents, implements, manages, modifies, and maintains database systems.
3. Develops, maintains, and publishes database systems standards, rules, policies, and procedures.

4. Develops, maintains, and publishes documentation of data dictionaries, data/relational diagrams, SQL queries, views, indexes, code, forms, scripts, interfaces, schedules, plans, modules, functions, triggers, packages, etc.
  5. Works with appropriate departments, staff, and application vendors/providers to define, implement, and maintain file/data interfaces to appropriate data stores (i.e., student information systems (SIS), human resource information systems, etc.); ensures continued system operations/interaction to meet standards and customer expectations.
  6. Designs, implements, documents, and maintains relational database security/recovery procedures.
  7. Reduces/eliminates data redundancy and improves relational database performance via normalization.
  8. Creates, edits, revises, and coordinates processing/distribution of accountability, exception, and compliance reports.
  9. Codes, tests, and debugs SQL queries, views, indexes, triggers, packages, reports, etc.
  10. Assists in identifying/troubleshooting application, interface, communication, and reporting failures.
  11. Reviews processes and data to ensure integrity of information/reports.
  12. Tests and evaluates database performance; recommends corrective action if performance is deficient.
  13. Makes technology recommendations to support/enhance databases and systems.
  14. Creates, maintains, and publishes appropriate system metrics, thresholds for analytical/capacity planning purposes (i.e., Central Processing Unit (CPU), heap, disk, network, agent, pool, tablespace/buffer utilization, concurrent usages, etc.)
  15. Conforms to safety standards, as prescribed.
  16. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves most aspects of multiplatform enterprise-class database systems operations/administration, including database installation, development, maintenance, security, programming, backup, and recovery.

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## Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of enterprise-class computing systems, operations, and capabilities, including centralized, distributed, client/server, and web-based environments.
2. Ability to use SQL with implementations in Oracle, Microsoft SQL Server, MYSQL, or Database 2 (DB2).
3. Knowledge of web-based and client/server development environments.
4. Knowledge of source control products, package builds, and production deployment of database upgrades.
5. Knowledge of Family Educational Rights and Privacy Act (FERPA) and Health Insurance Portability and Accountability (HIPAA) laws/regulations relative to Clark County School District systems and processes.
6. Ability to apply federal, state, and local laws, and District policies/procedures relative to accountability, compliance, and achievement for special student populations (i.e., Individualized Education Plan (IEP), Section 504, etc.), in a database/systems management context.
7. Ability to access manufacturers' SQL databases for data integration, import/export, and reporting purposes.
8. Ability to tune and normalize databases.
9. Ability to design effective database schemas, including tables, indexes, functions, stored procedures, transactions, triggers, defaults, and constraints.
10. Ability to build comprehensive test cases to validate design.
11. Ability to design effective data dictionaries and graphical data models.
12. Ability to translate functional needs into clear problem definitions and solutions.
13. Ability to communicate effectively, verbally and in writing.
14. Ability to read and interpret complex materials.
15. Ability to write clear, concise, accurate reports, documentation, user instructions, correspondence, etc.
16. Ability to contribute to the department's service efficiency/effectiveness by offering suggestions and actively directing or participating in team efforts.
17. Ability to develop and maintain effective working relationships with District staff, vendors, and other agencies.
18. Ability to keep current on technology and applications.
19. Ability to multitask and coordinate resolution of multiple technical issues to meet predetermined deadlines.
20. Ability to maintain confidentiality of information.
21. Ability to work flexible hours/shifts.
22. Ability to be on-call for after-hours support.

23. Ability to recognize/report hazards and apply safe work methods.
  24. 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. Seven (7) years' professional work experience administering database systems, including at least three (3) years' experience managing database systems; or, Associate degree from an accredited college/university in a related field (i.e., computer science, management information systems, information technology, etc.) with at least five (5) years' professional experience administering database systems; or, Bachelor's degree from an accredited college/university in a related field with at least three (3) years' professional experience administering database systems.
3. Three (3) years' experience installing, managing, and administering Microsoft SQL Server 7 or later.
4. Experience with Microsoft or third-party tools and utilities used in database systems management.
5. Experience using Microsoft Office applications (Word, Excel, Access, etc.)

### **Licenses and Certifications**

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

### **Preferred Qualifications**

1. Certification or training in required technologies/tools.
  2. Experience with supporting a multi-tier, enterprise-level, database application supporting several thousand concurrent users.
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## **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 Information Systems Department.

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## 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.)

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## Examples of Equipment/Supplies Used to Perform Tasks

Computers, consoles, software, copiers, telephones, fax machines, laser/impact printers, etc.

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## **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: 08/14/23
- Created: 03/25/10