

# JOB NOTICE

NORWALK-LA MIRADA UNIFIED SCHOOL DISTRICT  
12820 Pioneer Boulevard Norwalk, CA 90650-2894 (562)868-0431

Job#254D

February 8, 2019

**DATABASE APPLICATIONS ANALYST**  
Salary \$5541.00 - \$6760.00 per month (Range 282)

## **EXAMPLE OF DUTIES**

Analyze, design, develop, program, implement, and maintain complex computer data software systems on appropriate platforms; perform routine systems administration tasks, such as installing new software and update patches; evaluate and implement and support multiple vendors, such as Microsoft SQL, MySQL, and Oracle database software on appropriate platforms as required by various business applications; maintain implementation of back-up, restart, and recovery procedures for the database management system files; extract data from the student information system and business financial system; create programming interface, generate reports, and prepare instruction for end-users; coordinate training and provide ongoing technical support to District and school personnel in the resolution of database systems issues; extract data from various legacy systems then design and convert them into a supported multi-user web application database platform; write or implement predefined interfaces between software systems to meet the District's goal of creating an integrated database environment for all data; maintain scripts, programs, or other technology tools to identify data outside of normal bounds that may enter data warehouses(s); create external compliance reporting files, or paper reports, to meet state and federal compliance reporting standards; provide ad-hoc databases or file systems to combine and contrast different databases into one dataset (database) for research purposes using Integrated Technology standard toolset; participate in short- and long-range planning for the use of data (database) for the District; attend software conferences to maintain an expert level of knowledge on database management, data management, data cleansing, and linking of data sources for the advancement of the District; serve as a liaison with third-party vendors, Technology Services staff, and contractors; provide work direction and guidance to contractors; review completed work and work in progress for accuracy; perform other job-related duties as required.

## **MINIMUM QUALIFICATIONS**

### **License:**

A valid California Driver's License.

### **Knowledge of:**

Principles, practices, and techniques of database structures and computer programming in client/server environments; methods used in database management to organize, access, test, secure, and assess data; principles and techniques of programming using computer languages; windows server and database technology; analytical systems for effective evaluation; cloud-based computing, Infrastructure as a Service (IaaS), Software, Defined Networking (SDN), and Storage Area Networks (SAN); methods of implementation of database systems and improvements; district student information system, such as Powerschool Student System, Crystal Reports, and CALPADS; fundamentals of time management; interpersonal relations skills using tact, patience, and courtesy; computer Operating Systems Windows 8, 10, Server 2012, 2016 Mac OS, HP-MPE, LINUX/UNIX, database engines, MSSQL Server, MS-ACCESS, and Filemaker Pro SharePoint Online; general working knowledge of CSS, C#, Visual Basic, Javascript, and SQL; web Technologies: Net Framework, PHP, REST-ful API's, and Web services.

### **Ability to:**

Analyze existing procedures and develop improvements for optimum use by Information Technologies; work effectively and independently in designing and implementing data management systems; analyze user needs and develop effective systems and programs; evaluate and interpret technical material and follow current trends and direction of database management systems; test, trouble-shoot, debug, and document programs; communicate effectively both orally and in writing; understand and follow oral and written directions; prepare clear, complete, concise reports and records; establish and maintain cooperative and effective working relationships with others; technical, analytical, and diagnostic skills.

### **Experience:**

Three years work experience in application, database development, programming, testing, or administration.

**Education:**

Proof of High School Diploma or equivalency. Bachelor’s degree in Computer Science, Management Information Systems, Business Administration, or related field. Three years of working experience may be substituted for a Bachelor’s degree. Certification database administration, such as Microsoft SQL or Oracle highly desirable.

**WORK YEAR BENEFITS**

This is a **12 month, 8 hours per day position** with the **TECHNOLOGY SERVICES DEPARTMENT**. **The hours are 8:00 AM – 4:30 PM**. Person selected will receive full benefits.

**APPLICATION PROCEDURE**

Please apply via **EdJoin.org** at <https://www.edjoin.org/Home/DistrictJobPosting/1137081>. The deadline for submitting an application is **FEBRUARY 20, 2019 by 4:00 p.m.** A test may be given.

**An Equal Opportunity Employer**

**DATABASE APPLICATIONS ANALYST**

**A.D.A REQUIREMENTS**

**Physical, Mental and Environmental Demands:**

**Physical:**

Sitting; Walking on level surfaces; reaching; bending and use of both legs; fine coordination; wrist/arm coordination, grasping/holding, use of all fingers and both hands; regular lifting up to 15 pounds; carrying/pushing up to 15 pounds; color and near vision, depth perception; use of both eyes with corrective lenses; sense and near vision, depth perception; use of both eyes with corrective lenses; sense of smell, speaking, normal hearing and able to distinguish sounds in transmission.

**Mental:**

Stress of emergencies, deadlines, and normal work standards stress; ability to work with interruption; concentrate for long periods of time; reading; interpreting codes and business policy; memorize and recall objects, people; analyze problems and generate alternatives; solve multi-variant problems;

**Working Conditions:**

Occasional exposure to extremes of temperature.; office environment.

The Board of Education of the Norwalk – La Mirada Unified School District is committed to equal opportunity for all individuals in education. District programs, activities, employment, and practices shall be free from discrimination, sexual harassment, harassment, intimidation, and bullying based on race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity or expression, or genetic information; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. School and District personnel will take immediate steps to intervene when it is safe to do so and when he or she witnesses an act of discrimination, sexual harassment, harassment, intimidation, or bullying.

**Complaints Concerning Discrimination, Sexual Harassment, Harassment, Intimidation, and Bullying:** The Governing Board designated the following person(s) as the Title IX Coordinators/Nondiscrimination Compliance Officers:

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| <p style="text-align: center;"><b>Title IX Coordinator<br/>(Nonstudent Issues):</b><br/>Assistant Superintendent, Human Resources or designee<br/>12820 Pioneer Boulevard<br/>Norwalk, CA 90650<br/>(562) 868-0431</p> | <p style="text-align: center;"><b>Title IX, Title VI, and Title VII Coordinator<br/>(Student Issues):</b><br/>Assistant Superintendent, Educational Services or designee<br/>12820 Pioneer Boulevard<br/>Norwalk, CA 90650<br/>(562) 868-0431</p> |
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