

CLARK COUNTY SCHOOL DISTRICT HUMAN RESOURCES DIVISION

JUNIOR DATABASE ANALYST

Class Code: 1527

Job Family: Information Systems

Classification: Support Staff

Terms of Employment: Pay Grade 51 on the Support Staff Salary Schedule

FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:

Under general supervision, analyzes user requests for ad-hoc reports, prepares queries for reports/forms, sets up production jobs if needed, and creates data dictionaries for users.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

1. Analyzes user requests received by input/output control.
2. Codes and tests queries and forms.
3. Sets up Job Control Language (JCL) for production jobs if report will be needed on a regular basis.
4. Keeps an index of all queries created for future reference.
5. Creates data dictionaries for the various DB2 systems.
6. Assists in troubleshooting and debugging aborted jobs to ensure changes in data and JCL for recovery and resubmission.
7. Reviews data and ensures integrity of reports.
8. Conforms to safety standards as prescribed.
9. Performs other tasks as related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:

Involves developing and preparing queries to create reports/forms.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of structured query language.
2. Knowledge of relational databases and their structures.
3. Knowledge of Job Control Language.
4. Ability to learn database structure, design, and the relation of files.
5. Ability to create and maintain data dictionaries.
6. Ability to think logically and clearly; ability to communicate clearly orally and in writing.
7. Ability to read and understand user requests.
8. Ability to debug queries.
9. Ability to conduct research, analyzes, and track problems to final solution.
10. Ability to plan, prioritize, coordinate, and organize work.
11. Ability to maintain and ensure integrity and confidentiality of information.
12. Ability to meet predetermined deadlines and shift to new tasks when priorities change.
13. Ability to work flexible hours or shifts.
14. Ability to exercise judgment when to act independently and when to refer situations to a supervisor.
15. Ability to work cooperatively with employees, consultants, and vendors.
16. Ability to recognize and report hazards and apply safe work methods.
17. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:

1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc).
2. Two (2) years of experience in SQL on a mainframe or server.
3. Two (2) years experience or training in MS-ACCESS or other relational database software.
4. Nine (9) college credits in computer programming/database courses.

Preferred Qualifications:

Two (2) year college degree in management information systems or computer science, PRF, SQL, ISPF, and DB2 experience.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:

1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. College transcript(s) if applicable.
3. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:

Clark County School District Technology and Information Systems Services Division.

WORK ENVIRONMENT:

Strength: Sedentary to medium - exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs., constantly.

Physical Demands: Occasional climbing and crawling. Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing. 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. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity; occasional far acuity, and color vision. Vision to read printed materials, a VDT screen, or other monitoring devices.

Environmental Conditions: Climate-controlled office setting 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, playground/office equipment, communicable diseases, chemicals (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:

Various computers, printers, modems, scanners, copy machines, telephones, fax machines, etc.

An Affirmative Action/Equal Opportunity Employer

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.