

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: DATABASE ANALYST****BASIC FUNCTION:**

Under the direction of an administrator, perform complex work and provide technical support in Microsoft SQL Server environment. This includes T-SQL scripting, SQL Server Reporting Services report creation, application troubleshooting, database documentation and other related work.

**DISTINGUISHING CHARACTERISTICS:**

The Database Analyst classification reports to the department administrator.

**ESSENTIAL DUTIES:**

- Provide technical support for the application and database environment.
- Work with Program Systems Specialists to troubleshoot and enhance database applications.
- Work with vendors to troubleshoot and request enhancements for database applications.
- Create SQL Server views and stored procedures for reporting purposes and application enhancements. Troubleshoot and alter existing views and stored procedures to meet changing needs.
- Create and alter SQL Server Reporting Services reports for end users.
- Review existing reports for relevancy and usage and design a process to phase out or replace reports no longer being used.
- Create and maintain documentation for reports, database objects and troubleshooting/fix procedures.
- Train staff on usage of reporting tools such as SSRS, Power BI, Excel and others.
- Work with others on the database team to conduct peer reviews of completed work.
- Monitor and fix SQL Server Agent failed jobs.
- Create and alter SQL Server Integration Services packages for ETI- of data between different systems and/or vendors.
- Work with end users to gather requirements for reporting and/or troubleshooting.

**OTHER DUTIES:**

Other duties as assigned.

**KNOWLEDGE/ABILITIES:**

Relational Database Management Systems, methodologies and techniques.

Microsoft SQL Server and T-SQL Scripting.

Microsoft SQL Server Reporting Services (SSRS) and ad-hoc report creation.

Microsoft SQL Server Integration Services (SSIS) is preferred.

Data Visualization tools and techniques.

Gather user requirements and translate them into usable charts, graphs and other visualizations.

Effectively communicate with non-technical staff.

Policies and objectives of programs and activities.

District organization, operations, regulations, policies and objectives related to the position.

Complex concepts.

Office methods, practices and procedures involving the use of computer technology and related equipment.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Learn and properly use software specific to District needs.

Read, comprehend and apply general instructions and related technical program information.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written instructions.

Prioritize and schedule work.

Meet schedules and time lines.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and two (2) or more years of experience in Microsoft SQL Server and T-SQL scripting.

Desirable: experience with SQL Server Reporting Services, SQL Server Integration Services, database certificate of completion or bachelor's degree in related field.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California Class C Driver's license, TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

Hear and speak to exchange information in person and on the telephone.

See to view a computer monitor.

Sit for extended periods of time.

Lift, carry, push or pull objects weighing up to 50 pounds and 51 pounds with assistance.