

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: PROGRAM SYSTEMS SPECIALIST****BASIC FUNCTION:**

Under the direction of an administrator analyze, design and ensure accurate student and staff data, maintenance of Student Information Systems (SIS) and Business applications; gather requirements, identify problems, design solution and coordinate required resources and implementation of solution. Create custom reports using Structured Query Language (SQL) reporting services, SQL scripts, and SQL database systems.

**ESSENTIAL DUTIES:**

- Communicates with other departments in the use of district or other proprietary applications and databases.
- Work collaboratively with department staff to support and maintain (SIS), state and federal data reporting systems and Business applications.
- Provide problem correction analysis and develop guidelines for school sites to ensure data integrity.
- Use technical knowledge and knowledge of district data resources to consult with school sites and other divisions to solve sophisticated data problems.
- Use a variety of tools to monitor and evaluate data in the district's data information systems.
- Create, schedule, and document custom extracts and ad hoc reports.
- Provide expertise and technical direction to personnel.
- Provides training and documentation to meet the needs of the district.
- Create and implement business processes for district's data information systems.
- Customize, maintain, manage and analyze all state and federal applications. Identifying and cataloging data sources, developing systems to track student achievement and error detection by managing and implementing standards, procedures and revision lists, security and documentation.

**OTHER DUTIES:**

Other related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Technology related to electronic submission of data to the CDE and other organizations.

Technology related to SQL databases and reporting.

Difficult or complex clerical work, which includes auditing, checking, and correcting data.

Interpersonal skills including tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Assist students and staff in an educational setting.

Commonly used applications in word processing, spreadsheet, report writing and data base programs.

Mathematical concepts and record keeping techniques.

Interpret and apply rules and requirements for business process flow.

Establish and maintain cooperative working relationships.

Understand and follow oral and written directions.

Operate a variety of office equipment.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent plus three (3) years of related technical experience in an environment with functions similar to those outlined above, such as experience working with student information system, Business applications and state and federal reports.

**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.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

Reaching overhead, above the shoulders and horizontally.

Lifting, carrying, pushing or pulling moderately heavy objects.

Lift and carry light objects weighing up to 10 pounds.

Push and pull objects up to 35 pounds.