

Job Description

Job Title: Database Applications Analyst I

Supervisor: Supervisor II, Academic Support and Student Information

Position Code: 6E05, FE05

Pay Grade: 40

Job Classification: Exempt

Contract Length: 245 Days

Job Summary

The position will assist in the full systems development life cycle including implementation/post implementation, analysis, system design and configuration, data conversion, technical and functional testing, documentation, process improvement and maintenance of the student information management system.

Essential Duties

1. Responsible for configuring the new student information management system to include setting up code tables, security roles, and system work flows.
2. Responsible for converting data from the current student system to the new student system to include data mapping, data conflict resolution, conversion program development and execution.
3. Conducts functional and technical testing of the student system software patches and major upgrades to include development and execution of functional and technical test plans, test scenarios, test scripts, test data files.
4. Evaluates and prioritizes user requests for enhancements to the student system to include impact analysis, risk assessment, acceptance and rejection of requests.
5. Converts user requirements to system specifications to include developing functional use cases, data flow diagrams, data modeling/prototyping.
6. Designs and implements custom applications and reports that meet user requirements to include writing code, developing and executing test cases, conducting end user acceptance testing, providing post implementation assessment.
7. Conducts systems application analysis to include assessing systems for suitability to meet NNPS and end user needs and customization capabilities.
8. Conducts business process analysis to include assessing current business processes, recommending process changes to meet industry best practices, identifying process strengths, weaknesses, and deficiencies.
9. Responsible for developing and maintaining custom applications.
10. Monitors business process efficiencies of the student system after implementation.
11. Works with various user departments to troubleshoot and resolve specific student system related problems.
12. Responsible for developing and maintaining student system security to include NNPS staff, parents and other authorized non-NNPS users.
13. Responsible for managing system interfaces between the student system and transportation, cafeteria, library, telephone dialer, mobile device applications.
14. Models nondiscriminatory practices in all activities.
15. Maintains an up to date knowledge of rapidly changing computer technology.

Other Duties

1. Performs any other related duties as assigned by the Supervisor or other appropriate administrator.

Minimum Qualifications:

Must possess a Bachelor's degree in computer science, computer programming, or a related field and considerable related experience in a relational database applications development position within a large scale, multi user environment; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Experience with successful deployments of web applications. Experience working with SQL and Oracle databases required. Familiarity with student information management software preferred. Must possess extensive computer programming troubleshooting and systems engineering/design skills and an extensive working knowledge of the principles, practices, and techniques of relational database design, SQL, and database applications development/support using Oracle. Must possess excellent human relations, organizational, and communications

skills. Must possess the ability to establish and maintain effective working relationships with technology staff, administrators, and school personnel.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: Assigned Staff

Supervision Received: Supervisor II, Academic Support and Student Information

This job description in no way states or implies that these are the only duties to be performed by this employee. The Database Applications Analyst I will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor II, Academic Support and Student Information. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor Date

I acknowledge that I have received and read this job description.

Employee Name (Print) Signature Date