

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

DATA ANALYST ENGINEER III

SALARY SCHEDULE: SSP - 16

COST CENTER: INFORMATION TECHNOLOGY (9020) OR RESEARCH, ACCOUNTABILITY, AND EVALUATION (9015)

QUALIFICATIONS:

- (1) Bachelor's Degree or higher in Computer Science, Engineering, Mathematics or related technical field or high school diploma with active Microsoft or data analytics certification and ten (10) years' experience.
- (2) Minimum of six (6) years' experience in programming, development and maintenance of a complex database system and related software across multiple platforms.
- (3) Demonstrated ability and experience in using SQL, VB.NET, C#.NET, ASP.NET, JAVA scripts, XML, HTML and Visual Studio.
- (4) Demonstrated advanced ability and experience in writing advanced SQL queries.
- (5) Demonstrated proficiency in the production of reports using report authoring software.
- (6) Minimum of three (3) years successful work experience in an organization in the area(s) of data analysis, data management, programming, or other related field. Experience working in a school district or university preferred.
- (7) Work experience in the use statistical tools and applications, such as SPSS, SSAS, or Matlab to compile data and perform statistical analysis.
- (8) Knowledge and experience in current district technologies preferred.
- (9) Industry standard certifications related to Microsoft or data analytics are preferred but must obtain at least one within two years of employment in position.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer capabilities and limitations. Knowledge of database organization and maintenance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of administrators, employees and the general public. Ability to organize and prioritize activities. Ability to work alone and with others. Possess interpersonal skills and abilities. Ability to communicate effectively both orally and in writing. Ability to understand and implement both oral and written instructions. Ability to write programming code according to specifications or to determine what is wrong with provided source files.

REPORTS TO:

Supervisor of Research, State Reports, and Evaluation OR Supervisor Programming and Data Analytics

JOB GOAL

To provide technical work in writing and maintaining accurate applications, queries and reports from specifications and providing requested datasets for the customer.

SUPERVISES:

N/A

DATA ANALYST ENGINEER III (Continued)

PERFORMANCE RESPONSIBILITIES:

- * (1) Assists in short- and long-range planning for data processing services.
- * (2) Develop new applications/queries/reports from specifications.
- * (3) Maintain complex applications/queries/reports from written and oral specifications.
- * (4) Identify and correct problems in applications/queries/reports based on broad guidance.
- * (5) Maintain documentation as required.
- * (6) Create test data and evaluate complete test results identifying areas of improvement and concern.
- * (7) Provide guidance and support for all phases of projects during program development and testing.
- * (8) Convert queries/reports and data from legacy applications and databases to new applications and databases.
- * (9) Ability to work with a wide variety to applications as required.
- * (10) Provide for all types of file organization, processing, storage and maintenance.
- * (11) Assist other employees as needed.
- * (12) Maintain confidentiality regarding all school matters.
- * (13) Prepare all required reports and maintain all appropriate records.
- * (14) Exhibit support for the District's vision, mission, goals and priorities.
- * (15) Demonstrate initiative in the performance of assigned responsibilities.
- * (16) Provide for a safe and secure workplace.
- * (17) Model and maintain high ethical standards.
- * (18) Follow attendance, punctuality and proper dress rules.
- * (19) Participate in workshops and training sessions as required.
- * (20) Communicate effectively with staff and vendors.
- * (21) Keep supervisor informed of potential problems or unusual events.
- * (22) Respond to inquiries and concerns in a timely manner.
- * (23) Follow all School Board policies, rules and regulations.
- * (24) Exhibit interpersonal skills to work as an effective team member.
- * (25) Sustained focus and attention to detail for extended periods of time.
- * (26) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 07

*Essential Performance Responsibilities