

Job Title: COMPUTER SYSTEMS SPECIALIST I

Definition:

Under the general supervision of the Chief Academic Officer of Information, Assessment and Technology Services, and the direct supervision of the Director of Information Technology Services, manages and supports multiple database systems, extracts and uploads data into various district and state systems, develops custom reports and object reports, provides support of systems, software, and databases, assists in the training of staff, and user software requirements.

Essential Job Duties:

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Install new software, updates, patches and assist in the deployment of new programs.
2. Operates a wide variety of computer peripheral equipment.
3. Prepare and conduct training for users.
4. Produce reports for various departments using Excel, SQL, Crystal Reports or other reporting software.
5. Compile and disaggregate data regarding attendance, suspensions, grades, ethnicity, and other information as requested
6. Assists in the capture historical grades for progress reports, report cards and transcript labels.
7. Assist schools in developing master schedules, moving teacher accounts, creating new courses, and producing matriculation data
8. Assist in the development of object reports and labels
9. Attends district meetings and other trainings/meeting as assigned
10. Assist in the development of specific databases used within the district
11. Assist in CALPAD/CBEDS and other required reporting, correcting errors in data, and uploading of files
12. Create queries, validates data, corrects inaccurate data and assist others in correcting data.
13. Write and organize reports, documentation, work orders, inventories, and other items as necessary.
14. Maintain records and sync data in various databases as directed
15. Performs other related duties as assigned.

Minimum Knowledge, Skill and Ability:

Knowledge of:

- Methods and procedures used in software installation and troubleshooting.
- General features of electronic data processing equipment and procedures.
- Advanced skills in Excel, Access, SQL, Crystal Reports or other reporting software programs/databases
- Accurate record keeping and documentation

Job Title: COMPUTER SYSTEMS SPECIALIST I

Skill and Ability to:

- Diagnose and troubleshoot software and workstation problems.
- Perform a variety of clerical work with frequent interruptions.
- Schedule and perform work to meet established timelines.
- Create reports and disaggregate data into graphs, tables, and charts
- Train users in specifics of using the SIS and other software and databases
- Maintain professional confidentiality.
- Work harmoniously within a team and with school/district personnel, supervisors and departments.

Training and Experience:

High school diploma required

Formal computer classes/training

Minimum of two years of responsible experience in computer diagnosis and repair, software and hardware installation.

Desired knowledge of CALPADS training from CSIS/FCMAT

Previous school district experience is recommended

AA/AS Degree in computer science or computer information skills is highly recommended

An A+ certificate is highly recommended.

Physical Requirements and Working Conditions:

- Require vision (which may be corrected) to read small print.
- Require the mobility to stand, stoop, reach and bend. Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Require the ability to walk long distances.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may weigh approximately 20 pounds and may occasionally weigh up to 50-pounds with appropriate lifting techniques.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for prolonged periods.
- Must possess a valid California driver's license and be insurable.
- May be required to take and pass a physical examination.
- Will be required to have live scan fingerprinting completed and cleared prior to beginning work.

Range: 37

Job Title: COMPUTER SYSTEMS SPECIALIST I

PHYSICAL REQUIREMENT INFORMATION

Physical Demands:	HPD = Hrs. Per Day		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing		X	
Walking		X	
Bending (neck)			X
Bending (waist)		X	
Kneeling	X		
Reaching	X		
Stooping	X		
Crawling	X		
Twisting (back/ neck)	X		
Climbing	X		
Pushing/Pulling	X		

	Lifting			Carrying		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)	Rarely (0 – 1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0 –10 lbs.		x			x	
11- 25 lbs.		x			x	
26- 50 lbs.		x			x	

Mental Demands:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data			X
Organize	X		X
Write	X		X
Plan	X	X	
Multi-Task			X

Equipment Use:	Rarely (0 – 1.5 HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone		X	
Copier	X		
Computer			X
Fax Machine	X		
Radio	X		