



# State of Oregon Position Description

**Company:** Oregon Department of Education  
**Organization:** Systems Modernization - ODE  
**Service Type:**

## SECTION 1. POSITION INFORMATION

<b>Job Profile Title:</b>	Information Systems Specialist 7	<b>Job Profile ID:</b>	1487
<b>Business Title:</b>	Senior Database Analyst (Unfilled)	<b>Position ID:</b>	000000177490
<b>Employee Name:</b>		<b>Company ID:</b>	58100
<b>Representation:</b>	OAS	<b>Budget Auth No:</b>	1442697
<b>Location:</b>	Salem   ODE   Public Service Building		
<b>Supervisor:</b>	Smriti Zutshi (Information Technology Application Development Manager 2)		
<b>Position:</b>			
<b>Time Type:</b>	Full Time		
<b>FLSA:</b>	Exempt		
<b>Exempt Reason:</b>	Computer Employee Exemption		
<b>Overtime Eligible:</b>	No		
<b>Employee Type:</b>	Limited Duration (Fixed Term)		

## SECTION 2. JOB DESCRIPTION SUMMARY

**Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.**

The Oregon Department of Education (ODE) oversees the education of students in Oregon's public K-12 education system. ODE encompasses early learning, public preschool programs, the state School for the Deaf, regional programs for children with disabilities, and education programs in Oregon youth corrections facilities. While ODE isn't in the classroom directly providing services, the agency (along with the State Board) focuses on helping districts achieve both local and statewide goals and priorities through strategies such as: developing policies and standards, providing accurate and timely data to inform instruction, training teachers on how to use data effectively, effectively administering numerous state and federal grants; sharing and helping districts implement best practices. At the Oregon Department of Education, we are guided by the following values: integrity, accountability, excellence, and equity.

This position is located in the Office of Finance and Information Technology (OFIT), and specifically in the Application Development - IT Unit of the Oregon Department of Education (ODE). This unit's primary functions are the support of technology to deliver on initiatives and meet ODE's technology needs in support of the ODE mission to foster excellence for every learner through innovation, collaboration, leadership and service to our education partners. The technical expertise of staff in this unit are available to

districts to support business and financial functions. The work of OIT affects all internal staff and every school, program, school district and ESD in the state. Nearly all students in the State of Oregon public school system are affected by the work produced by this unit. This position is an integral part of the collecting and reporting of the data the ODE collects from all 197 school districts.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Maintain and evolve the enterprise data/application resources for the Department of Education.

The duties of this position include:

- o Strategic planning and documentation of complex data processing systems
- o High understanding SQL Server
- o Highly skilled T-SQL Programming
- o Preparing detailed system and program technical specifications
- o Deployment of database applications
- o Ensuring data integrity, security, and conformance to ODE and state standards
- o Performing diagnosis and correction of application/data errors
- o Developing and directing of test databases and testing of application programs
- o Assisting with implementation of new databases and systems
- o Coding and debugging computer programs necessary to capture, summarize, and report statistical data relative to state school fund and department programs
- o Planning, recommending, and performing database restructuring for optimization and tuning
- o Assisting with restoration of operations following system failures
- o Following rollout processes to ensuring successful code deployments

## SECTION 3. JOB DESCRIPTION

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "essential" (E) or "Non-Essential" (NE) function.

### 60% - N E - Software – Construction (Programming)

- Program using defined detailed systems and application requirements
- Use system requirements for the creation of system design
- Write code using T-SQL to modify or create new systems using
  - Stored procedures
  - Views
- Monitor and enforce data and data security standards and protocols
- Establish and monitor data naming and data modeling standards
- Follow rollout processes to ensure successful code deployment
- Develop workable databases by designing, implementing, and maintaining databases that meet organizational requirements.
- Identify and define system requirements by evaluating and analyzing business needs.

### 25% - N E - Data – Strategic Planning and Construction

- Participates in planning, discussions, and makes recommendations for both short and long term goals
- Assists Director with setting standards

Database Management:

- Designs and writes data extract and update routines for applications
- Database maintenance and quality checks
- Performs diagnoses and corrects database software failures

- Monitors and fine tunes database response and performance
- Manage database change controls
- Documents changes, standards, upgrades to databases
- Problem solves performance, failures and upgrade issues

**10% - N E - Additional Responsibilities and Professional Expectations**

Maintain technical knowledge and skills

- Attend training
- Take initiative in personal development

Professionalism and Accountability

- Analyze, plan and organize projects and priorities while managing multiple tasks
- Display strong customer service skills
- Provide guidance and recommend solutions
- Enters progress and timed worked on each ticket in system development tracking system on a regular basis.

Work Relations

- Provides weekly updates to team lead on status of assigned projects.
- Develops and maintains effective work relationships that foster team building and harmony
- Participates in Team and IT meetings as scheduled

**5% - N NE - Other Duties as Assigned**

**SECTION 4. WORKING CONDITIONS**

**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

May require occasional evening or weekend work to meet deadlines or resolve problems. At times may be required to work on call to resolve technology issues during agency’s closed hours. Occasional travel to other agency sites.

**SECTION 5. GUIDELINES**

**List any established guidelines used in the position, such as state or federal laws or regulations, policies, manuals, or desk procedures.**

- Administrative rules for ODE, General services, and Dept of Administrative Department
- Modern principle of business administration and governmental accounting
- Capabilities and functions of computer technology, telecommunications equipment, relational database structure
- Online communications
- Application Development Life Cycle
- Criminal Justice System Information
- OWASP (Open Web Application Security Project)

**How are these guidelines used?**

To aid in the construction and maintenance of all technology database products following state rules, laws and procedures. To provide the most secure, reliable, efficient and cost effective technology services to our users. Provide assistance to school districts, ESD’s and the Agency in the development and deployment of data processing systems.

## SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who	How	Purpose	How Often?
Agency Staff	In Person, by mail, email or telephone	To provide users with OIT development services	Daily
Manager	In Person, by mail, email or telephone	Consult with, provide and receive information, resolve problems	As Needed
Public	In Person, by mail, email or telephone	To solve problems, receive and provide information	As Needed
School Districts	In Person, by mail, email or telephone	Provide consultation and data collection	As Needed
State and federal agencies, legislature	In Person, by mail, email or telephone	Data collection, synthesis, modeling	As Needed
Vendors	In Person, by mail, email or telephone	To solve problems, provide and receive information	As Needed

## SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position exercises discretion and independent judgment in making decisions and resolving database and application problems. Independent action is normally required although "lead" and director is consulted before final action is taken on issues of major consequence.

Decisions made by this position will directly affect major functions of the agency and may have serious effects on overall agency operation, efficiency and cost effectiveness of projects, data integrity, and public image.

## SECTION 8. REVIEW OF WORK

Job Profile	Position ID	How	How Often	Purpose of Review
ISS8	6005	In Person, by mail, email or telephone	Regularly	To keep team lead informed of progress and discuss issues
IT App Development Manager 2	000000177344	In Person, by mail, email or telephone	Quarterly	Performance Evaluation
IT Application Development Manager 2	000000177344	In Person, by mail, email or telephone	Weekly	Go over work in progress and planned

## SECTION 9. OVERSIGHT

What are the oversight activities for this position?

## SECTION 10. ADDITIONAL POSITION RELATED INFORMATION

List any knowledge and skills needed at time of hire that are not already required in the classification specification:

This position requires successfully passing a pre-employment background check. The pre-employment check may include a review of the following records: criminal background, DMV, licensure, and sexual misconduct. Adverse background data may be grounds for immediate disqualification, withdrawal of a conditional job offer, or termination of employment.

This position has been designated to have authorized access to FBI CJIS or unrestricted access to a terminal that has LEDS capability, and/or to have direct responsibility to configure and maintain computer systems and networks with direct access to FBI CJIS, and/or to have direct responsibility to review, and/or be provided with a copy of a CHC print-out. This position requires access to Criminal Justice Information Systems (CJIS) and is subject to a fingerprint-based criminal background check within 30 days of hire. CJIS security awareness training must be completed within six months of assignment and every year thereafter.

Additional requirements needed by candidate at time of hire include:

- Expertise with the Microsoft software and server technologies
- Highly skilled with Transactional SQL Programming
  - o Writing and updating SQL procedures & scripts
  - o Data integration and relationships across multiple databases and tables
  - o Creating validations, data verification processes
  - o Creating and executing test scripts to validate work
  - o Data management principals and best practices
  - o Security standards
- Must be skilled in using “Team Foundation Server”
- Must have understanding of, and ability to demonstrate database design and modeling
- Must be able to prepare, present and disseminate documentation as needed
- Must be capable of approaching problems logically and systematically
- Must be capable of relaying complex technological information in such a manner that non-technical personnel can understand and comprehend
- Must have the ability to quickly grasp new languages and techniques
- Must be capable of scheduling multiple tasks with multiple users, and deliver product within demanding time constraints.

## SECTION 11. BUDGET AUTHORITY

If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount	Fund Type
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## SECTION 12. ORGANIZATIONAL CHART

See Organizational Chart (attach copy or view within Workday).

## SECTION 13. SIGNATURES

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Employee

Date

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Manager

Date

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Appointing Authority

Date