



January 2019
Class Code: A-44
FLSA: Non-Exempt

DATA APPLICATION SPECIALIST

DEFINITION

Under general supervision perform a variety of assigned tasks and duties, including but not limited to, support in-house custom data management system, develop and integrate web apps that interfaces between different data systems. The successful candidate for this position will have knowledge of and experience in operating systems, software, database, and programming knowledge and experience. The right candidate will have strong organizational and task management skills.

This position supports the District's data application systems and end user support. Duties include reviewing system needs, data integrity validation, report development, staff training, and help desk support. Work with minimal supervision to identify, troubleshoot and research solutions to technological issues.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned management and supervisory staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

The ideal candidate will have a passion and enthusiasm to learn. Be able to follow instructions accurately with little supervision needed. Be able to work on multiple projects assigned and provide updates to the supervisor in a timely and efficient manner.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Job functions and performance are subject to provisions contained within the Personnel and Salary Resolution and Memorandum of Understanding applicable to the specified job classification. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Build web base reporting utilizing common programming language such as PHP, HTML, JavaScript, JSON, etc.
- Strong experience with data analysis tools like Microsoft Excel and/or Google Sheets.
- Analyze field collected data to ensure data integrity and consistency.
- Understand geospatial data and the ability to present it on a map.
- Strong experience with Microsoft SQL Server and T-SQL scripting.
- Assist with onboarding of new users.
- Perform workstation hardware and software upgrades as required.
- Create documentation for IT processes and procedures.

- Ensure all working systems are up to date with the latest security patches.
- Establish and maintain cooperative and effective work relationships.
- Strong oral and written communication skills.
- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Knowledge and hands on experience with Windows XP, 7, 10.
- iPad management with MDM solutions.
- Good communication skills. Will be interfacing in a team and with end-users.
- Management of windows desktops in a domain enterprise environment.
- Experience installing and configuring the standard Microsoft Office Suite (Word, Excel, PowerPoint, Access, Microsoft Outlook, etc.).
- Network configuration and protocols (DHCP, DNS, etc.)
- Active Directory and how it pertains to management of users.
- Online collaboration tools such as Google Apps.
- Website design and language such as HTML5, PHP, JavaScript, CSS, etc.
- SQL Server database administration and T-SQL query generation.

Ability to:

- Must be very customer oriented.
- Be punctual, reliable, and dependable.
- Prepare clear and concise correspondence and reports from various sources.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Minimum one (1) year of relevant technical experience. Experience with Vector Control and public health agency is highly desirable. Bachelor's Degree in Computer Science, Information Technology, Information Systems, or other technology related field of study is required.

Licenses and Certifications:

- A valid Class C or Class 3 California State driver's license issued from the California Department of Motor Vehicles.

PHYSICAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbents will be required to lift equipment under 20 pounds unassisted or over 50 pounds with assistance. Incumbents will need dexterity of hands to reach, vision to perform repairs to broken equipment. Must be able to sit, stand, stoop and reach. Ability to communicate effectively, use analytical skills to problem solve and reach conclusions to research situations. Must be able to evaluate the needs of District staff and work with staff to resolve computer issues.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.