

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: NC WISE ANALYST
TECHNOLOGY SERVICES DIVISION
DATA INFORMATION SYSTEMS

GENERAL STATEMENT OF JOB

Under limited supervision, performs assigned tasks and deliverables designated in the areas that provide data services to internal Guilford County Schools' administrative staff and maintains compliance with the Uniform Education Reporting Service (UERS) which is the Department of Public Instruction reporting requirements. Employee participates in development projects and coordinates work flow to ensure standard quality goals are met in providing ways for schools and other users to access the mission critical data of SIMS/NCWISE. Employee reports to the Supervisor of Data Information Systems.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Support the reporting design/implementation as well as specific reporting tasks.

Provide data extraction services to GCS internally and schools on an ongoing basis.

Provide data extraction for other applications to eliminate the need for double data entry.

Analyze student transfer package.

Integrates data fields of the Data Warehouse with those of NC WISE thereby supporting the district's functionality with data reporting.

ADDITIONAL JOB FUNCTIONS

Responds to report requests: receives requirement from LEA; analyzes requirements/develop NC WISE scripts; QA scripts; delivers data; stores scripts/report files.

Responds to Data Extract Request: receives requirement from LEA; analyzes requirements; develops NC WISE scripts; QA scripts; runs script/setup periodic batch job/create extract using report tool; deliver data/set transfer method.

Analyze NC WISE Delivery Inventory: reviews inventory to verify access; determines if new software/licenses needed for access; request any missing items.

Analyze UERS Reports: receives transfer of knowledge and analyze as applicable; responds to issues that arise.

Analyze Student Transfer: responds to issues that arise; reviews triggers; reviews stored procedures; makes recommendations to improve functionality.

Locate Data: locate all database servers in use; locate any data files/scripts that may be used; locate any storage devices that may contain historical data.

File Management: Develops a secure way of transferring files

Data Cleansing: clean bad data as necessary; performs data integrity checks

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's Degree with related years of experience in associated fields and/or 3 to 5 years of experience in use of SIMS/NCWise implementation preferably with some supervisory experience or any equivalent combination

of training and experience that provides the required knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO
PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, typewriters, calculators, printers, copiers, etc. Must be able to exert up to 10 pounds of force occasionally, and/or up to 5 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for Light Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, billing statements, invoices, financial statements, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, billing statements, invoices, and financial statements using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in variety of technical or professional languages including computer terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and to apply the theories of algebra/statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using computer equipment..

Manual Dexterity: Requires the ability to handle a variety of items such as computer equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the student information management system used by the school system, operating procedures, related components, capabilities, limitations, and system requirements.

Thorough knowledge of DPI standards, student accounting procedures and regulations, and state and local requirements as they apply to student information.

Considerable knowledge of other student information software packages.

Considerable knowledge of DOS based student information system and other common computer operating systems.

Considerable knowledge of Data Warehousing and data integration and cleansing.

Working knowledge of networking concepts.

Working knowledge of computer hardware and software applications.

General knowledge of the central computer system and of job control command used.

Working knowledge of query programs and standard report writes.

General knowledge of the principles of supervision, organization, and administration.

General knowledge of the current literature, trends, and developments in the field of information systems.

Ability to install and setup software packages that meet the needs of users.

Ability to systematically determine the source of computer problems and take action.

Ability to train users on the use of available hardware and software.

Ability to translate user requirements into effective program designs and reports.

Ability to evaluate software applications and to make recommendations.

Ability to develop clear, effective instructions for users.

Ability to design, develop and schedule processing to ensure efficient use of equipment.

Ability to communicate effectively both orally and in writing.

Ability to maintain complete and accurate records.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.