

Senior Computer Systems Specialist

Purpose Statement

The job of Senior Computer Systems Specialist is done for the purpose/s of providing specialized assistance to end-users utilizing student information and financial system software applications; maintaining and assuring proper operation of the Yolo County Office of Education and other contracted organizations; installing system patches, monitoring disk space and system performance; troubleshooting hardware and software failures; and monitoring county telephone system operation.

This job reports to Director, Information and Technology Services

Essential Functions

Advise data collection and reporting (e.g. Local Control and Accountability Plan, etc.) for the purpose of providing necessary data and outcome assessment.

Collaborates with a variety of internal and external parties (e.g. programmers, other database administrators, users, county and district sites, etc.) for the purpose of providing and/or receiving information and ensuring project/program success.

Coordinates all database activities (e.g. cataloging, file locking, access rights, etc.) for the purpose of monitoring compliance with district policies and security procedures.

Designs a variety of databases (e.g. server configuration, security, disaster recovery and backups, structures, logical data model, scripts and stored procedures, etc.) for the purpose of providing end users with access to accurate data.

Develops a variety of database support processes (e.g. tech standards, monitoring utilities, tuning methods, etc.) for the purpose of ensuring the stability and performance of production databases and the availability of stored data.

Establishes environments for use in application software testing for the purpose of emulating production environments and ensuring that defined requirements meet expected functionality.

Maintains proper operation of daily tape backup system for YCOE managed computer systems (e.g. backup tape library; tapes storage and labeling, etc.) for the purpose of providing necessary history and reference.

Maintains and assumes proper operation of County Office telephone system (e.g. call accounting and voice mail systems; program moves, additions, and changes to software; malfunction reports to appropriate vendors; call accounting reports, etc.) for the purpose of ensuring error free operation of telephone system.

Monitors database activities and performance for the purpose of ensuring the security and reliable operation of County and district databases.

Oversees a variety of financial and student databases (e.g. data base design, logical data modeling, performance, security, etc.) for the purpose of ensuring the security and reliable operations of district database.

Participates in meetings, workshops and/or trainings (e.g. Financial Users Group, Special Interest Group, Payroll/Personnel user group, meetings, etc.) for the purpose of conveying and/or gathering information required to perform job functions.

Prepares a variety of written materials (e.g. instructions, notices, detailed reports regarding phone calls, cost and usage; spreadsheets including information for County extensions, usage, name, jack number and department; technical standards, security policies, training materials, etc.) for the purpose of documenting activities, providing written reference assessments.

Prepares documentation (e.g. published standards, security records, training material, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.

Protects security of financial and student databases (e.g. user activities, definition and assignment of differentiated levels of data access, etc.) for the purpose of optimizing data management processes and ensuring compliance with federal, state and local regulations.

Responds to emergency situations for the purpose of providing necessary assistance for all IT functionality.

Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.

Serves as a technical resource to department and district staff for the purpose of providing information and/or advice regarding active or planned projects.

Trains selected department personnel for the purpose of ensuring their ability to use new and/or existing databases and related software.

Troubleshoots hardware and software failures for the purpose of resolving operational issues and restoring services.

Other Functions

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, highly complex, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; planning and managing projects; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: relational databases, record structures, media input and output devices; current generation programming methodology including object based design, operating systems, protocols, and programming languages; knowledge of principles and practices of project management; data processing operations; personal computer software in multiple environments; third and fourth generation languages and concepts; and user training principles and practices.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with persons of varied technical knowledge and backgrounds; establishing and maintaining effective working relationships; working as part of a team; adapting to changing priorities; operating a variety of highly technical computer equipment and related peripheral equipment; analyzing, evaluating and resolving complex programming problems; and applying logical processes and analytical skills.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or

coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience within a specialized field is required.

Education: Bachelors degree in job-related area.

Equivalency: Industry Certifications and prior experience in computer programming and operations.

Required Testing:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

2/14/2018

Salary Grade

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