CLASS TITLE: COMPUTER DATA ANALYST

BASIC FUNCTION:

Under the direction of Vice President of Academic Services, provide support in analyzing computer data in the area of, but not limited to, academic services, counseling service, and human resources; determine data integrity; test data accuracy and reliability; and develop computer software applications to provide data analysis function and reports for institutional use.

REPRESENTATIVE DUTIES:

Defines the scope and objectives for applications, along with constraints and system requirements.

Analyzes and defines the data needs for various organizations in the college, collect, process and uses user inputs, information, or other data to determine application needs and requirements.

Analyzes user business processes and designs applications/solutions to help streamlining the operations.

Participates in planning and implementation of long-range system goals.

Coordinates and implements data conversions, integration, and transitions.

Coordinates and guides the work of lower level functional users in using applications and provide training if necessary.

Supports college institutional research by providing proper information and data.

Supports technology and learning services by providing technical assistance in computer software applications and data analysis.

Perform other related duty as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Proper operation of a computer and peripheral equipment.
Modern office practices, procedures and equipment.
Principles of computer technology including operating systems such as Microsoft Windows, and UNIX.

KNOWLEDGE OF: (continued)
Microsoft Windows software development environment.
Sun Solaris UNIX software development environment.
Programming language C, C++, C#, Java, and VB.
Database systems Oracle, MS-SQL, and Access.

ABILITY TO:
Perform critical thinking to diagnose the cause of data inaccuracy.
Perform software development to construct applications to test data integrity and consistency.
Perform software development to construct interactive or non-interactive applications to correct data inaccuracy and inconsistency.
Perform software development to generate various critical reports for community college use.
Perform under pressure of short time schedule.
Maintain comprehensive records and provide proper documentation of the applications developed.
Meet schedules and time lines.
Communicate effectively with users.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE: A B.S. degree in computer science or information systems from an accredited 4-year college with completion of course in programming languages and database systems. Five (5) or more years of working experience in computer software design (C, C++, C#, Java, VB), database systems (Oracle, MS-SQL, Access) and middleware (JDBC, ODBC) are required.

LICENSE AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS: Duties are primarily performed in an office environment at a desk or computer terminal. Incumbents are subject to frequent interruptions and contact in person and on the telephone with academic and classified stuff.

PHYSICAL DEMANDS: Must sit for long periods of time, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, see clearly to read and interpret information, speak clearly and distinctly to answer telephones and to provide information, hear and understand voices over telephone and in person, and regularly lift, carry and/or move objects weighting up to 10 pounds. Occasionally must travel to other offices, or locations to attend meetings or to pick up or deliver materials.