

## **Killeen Independent School District Job Description**

**Job Title:** Database & Data Integration Analyst  
**Reports To:** Database and Business Intelligence Manager  
**FLSA Status:** Exempt

### **SUMMARY**

Responsible for ETL database interfaces between all IT applications used by KISD. The ETL responsibilities will include data cleansing, standardization, transformation and database object (primarily tables, stored procedures, views and functions) design. Works with stakeholders and team members to define, design to develop ETL details, design and documentation, testing and implementation, and performing the steps necessary to automate an operational ETL application.

Though this is not a DBA position per se, some DBA related responsibilities such as database optimization, setting up jobs, creation of linked servers and related troubleshooting will be involved. Manages and develops data validation edits for daily data integrity, development of BI Reporting, ETL and web-based applications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Manage, design, develop, implement and maintain optimal ETL solutions.

Develop automation of data acquisition, transformation and movement.

Monitor and administer automated ETL processes to verify execution and measure performance.

Ensure source availability, data integrity, job/database restorability and error handling.

Build and enhance applications to collect data from APIs, batch files and source systems.

Assist with database administration.

Assist with the development of business intelligence and analytic reporting.

Create clear documentation of operating procedures, database object layout, workflow diagrams and database/job specifications.

Respond to reported issues, requests and inquiries of a technical or functional nature.

Work with team members to build knowledgebase and provide backup assistance when necessary.

Document changes and process along with completing the work; regularly communicate development status.

Understand and follow industry best practices in all work performed.

Develop and maintain working relationships with a diverse group of district users to gain an in-depth understanding of the district's business processes to support the delivery of usable information.

Develop and update technical documentations and specifications.

Implement stored procedures and effectively query a database.

Assist developers with complex query tuning and schema refinement.

Develop data validation edits using data editing tools available.

Create/update web-based applications using coding tools available.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

Bachelor's degree in Computer Science, Information Systems, or equivalent area, four years' experience in application/system administration, relational database management and customer relations.

5+ years minimum experience with database structure, and query. 5+ years with ETL tools. 3+ years with Business Intelligence.

### **OTHER QUALIFICATIONS**

Experience working with restricted information and the aptitude in maintaining the integrity of sensitive data, preferred. Strong proficiency with database query and optimization among popular databases. Experience with some of the modern relational databases. Skilled at optimizing large complicated query statements. Knowledge of best practices when dealing with relational databases. Proficient understanding of code versioning tools. Comprehensive knowledge of IT infrastructure and its terminology a big plus. Experience working with Windows server, including Active Directory. Excellent written and verbal communication. Software application development abilities. Ability to organize and plan work independently. Ability to work in a rapidly changing environment. Ability to multi-task and context-switch effectively between different activities and teams.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as rules and regulations, operating and maintenance instructions, and procedure manuals, to write routine reports and correspondence, and to speak effectively with users, staff and the general public.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume, and to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form, and to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS AND ABILITIES**

Ability to use peripheral devices, high level language programming concepts, data management software, and application development tools. Ability to understand Board Policies and Administrative procedures, to use a variety of operating systems to include UNIX and WINDOWS NT, and to work independently or in a team environment. Prefer experience working with restricted information and the aptitude in maintaining the integrity of sensitive data.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit and talk or hear, to use hands to finger, handle, or feel, and required to stand and walk. The employee must regularly lift and carry (less than 15 pounds). Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Occasional district-wide travel to multiple campuses, as assigned. The noise level in the work environment is usually moderate.

**Revised Date:** August 8, 2019

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.