Data Visualization Analyst II – Design Focus

Position Details

Class Code: 1202
Job Family: Information Systems
Classification: Support Professional
Terms of Employment: Pay Grade 63 on the Support Professional Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, coordinates, designs, develops, implements, and refines interactive data visualizations using tools/software packages to support data-based decision-making for Clark County School District schools.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Works directly with school administration and central office leadership to gather functional requirements; works with departmental team to synthesize final functional requirements and find strategic solutions.
2. Plans, prepares, defines, structures, develops, and programs advanced, interactive, dynamic data visualizations (i.e., charts, graphs, tables, etc.) to meet end-users' functional needs.
3. Evaluates data sets to determine best visualization methods for presenting information.
4. Tests, validates, and evaluates department data visualizations for accuracy, performance, and alignment with end-user requirements.
5. Resolves end-user inquiries in a timely, friendly, proactive manner.

6. Writes requirements specifications, data dictionaries, self-documenting code, and other documents according to documentation standards.
7. Writes end-user documentation, including procedures and instructions; assists end-users in implementing new/modified programs and applications.
8. Directs and develops talent of Data Visualization Analyst I's regarding user interface design best practices.
9. Works directly with District leadership in gathering requirements to develop and design interactive, public-facing data visualizations.
10. Designs and provides training to District leadership on using, manipulating, and analyzing interactive data visualizations.
11. Trains staff in user interface design principles to develop consistency and efficiency in District reporting.
12. Provides input into department goals, objectives, and budgeting.
13. Establishes priorities and project plans; meets with staff to give periodic updates of projects/schedules.
14. Provides input into the evaluation of assigned staff.
15. Develops program logic and processing steps; codes programs in various languages.
16. Conforms to safety standards, as prescribed.
17. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Gathers end-user requirements and strategically designs/develops advanced data visualizations to meet end-users' requirements.

Knowledge, Skills, and Abilities (Position Expectations)

1. In-depth ability to create data visualizations using multiple commercial toolsets and scripting languages.
2. Ability to write queries using Structured Query Language (SQL), including aggregate functions, etc.
3. Knowledge of common database, spreadsheet, word processing, and Student Information System (SIS) programs.
4. Ability to strategically translate end-users' functional needs into clear problem definitions and solutions meeting end-users' needs.

5. Ability to validate data visualization accuracy and refine tools based on feedback to increase usefulness to end-users.
6. Ability to write clear, concise, accurate reports, documentation, user instructions, correspondence, etc.
7. Ability to contribute to the department's service efficiency/effectiveness by offering suggestions and actively directing or participating in team efforts.
8. Ability to make effective verbal, written, analytical, technical, and persuasive presentations to individuals/groups.
9. Ability to keep current with technology and applications.
10. Ability to ascertain data accuracy to the greatest degree possible.
11. Ability to work on teams with coordinators, analysts, database administrators, and other District personnel.
12. Ability to learn/apply pertinent policies, procedures, laws, and regulations.
13. Ability to plan and organize work to meet schedules/deadlines.
14. Ability to communicate clearly and concisely, verbally and in writing.
15. Possess physical and mental stamina commensurate with the responsibilities of the position.

Position Requirements

Education, Training, and Experience
1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Seven (7) years' professional work experience interfacing with enterprise databases (MySQL, Oracle, or SQL Server) to create reports, data visualizations, or business intelligence (BI) solutions; or,
   Associate degree from an accredited college/university in a related field (i.e., Computer Science (CS), Computing and Information Technology (CIT), etc.), and five (5) years' experience as described above; or,
   Bachelor's degree from an accredited college/university in a related field, and three (3) years' experience as described above.
3. One (1) year of experience writing queries, functions, and stored procedures using SQL.
4. One (1) year of experience creating reports, data visualizations, or BI solutions using commercial toolsets or scripting languages.
5. One (1) year of experience designing, optimizing, and maintaining relational data stores, including creating data structures, normalization, and indexing.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Master's degree from an accredited college/university in a related field.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Copy of a valid driver's license or state-issued identification card.
3. Transcript(s) from an accredited college/university, if applicable.
4. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

CCSD Assessment, Accountability, Research, and School Improvement (AARSI) Division, and travel to/from schools and District offices.

Work Environment

Strength

Sedentary/medium - exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office settings with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Computers, software, peripheral devices, printers, audio/visual presentation materials, telephones, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information
- Revised: 08/11/23
- Created: 07/10/14