Student Information System
Enterprise Systems Integration Specialist

Position Details
Class Code: 1513
Job Family: Information Systems
Classification: Support Staff
Terms of Employment: Pay Grade 62 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

Position Summary
Under general direction, responsible for enterprise systems configuration and integration activities; provides leadership in the development, maintenance, enhancement, and support cycles of highly complex business of education application systems; works directly with the Business Process Expert, initiates, recommends, designs, and implements highly digitized, cross-functional business processes for schools and departments.

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

1. Plans, schedules, and reviews the work of applications programming staff and activities.
2. Trains staff in work procedures and provides technical assistance in difficult situations, as required.
3. Plans, schedules, and performs implementation tasks for business of education systems based upon or related to user or system design specifications including,
creation of test plans and scripts, documentation of test results, and retesting, as necessary.
4. Configures enterprise systems for well-defined and highly digitized business processes.
5. Converts data from third-party or legacy systems into enterprise business systems.
6. Implements the design of processes and reports for schools, departments, administrators, Nevada Department of Education (NDE), and the public based on specifications to digitize and integrate business processes.
7. Creates documentation for business of education systems including, business process design, setup procedures, and user procedures.
8. Designs and analyzes system requirements and develops system and programming specifications for staff and contract programmers.
9. Maintains data integrity and integration to ensure consistency across Clark County School District software systems as defined in the District’s Enterprise Data Management Plan.
10. Maintains data dictionaries and associated business rules to ensure compliance with District data management and governance policies and procedures.
11. Defines and creates trouble tickets with software vendors when required to address system-related problems.
12. Manages assigned Problem Management tickets for areas of support including, documenting workarounds/resolutions in a Knowledge Base and communicating with Service Desk personnel.
13. Applies systems analysis techniques and procedures to determine software or system functional specifications in support of upgrades, enhancements, patch fixes, and system implementation projects.
14. Performs root-cause analysis in identification and resolution of complex problems with business of education-related software systems which may result in software modifications or vendor support tickets.
15. Schedules all ongoing maintenance activities for assigned systems; reviews problems encountered by operations staff and schools/departments; analyzes efficiency of current system and procedures, and schedules modifications and enhancements.
16. Tracks project status and reviews work-in-progress to assure conformance to plans and programming standards.
17. Provides input into the evaluation of assigned staff.
18. Conforms to safety standards, as prescribed.
19. Performs other tasks related to the position, as assigned.
Distinguishing Characteristics

Involves project management, development, and support of highly integrated enterprise application systems and day-to-day leadership of activities of a project team of cross-functional analysis and development staff.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of principles and practices of employee supervision including work planning, organization, performance review, and evaluation, and employee training and discipline.
2. Knowledge of project management principles and practices.
3. Knowledge of principles and practices of developing teams, motivating employees, and managing in a team environment.
5. Knowledge of principles, practices, and methods of computer programming, systems analysis, and the development of new computer applications.
6. Knowledge of a service-oriented architecture and the principles, practices, and methods of parameter driven; self-service reporting interfaces and dashboards.
7. Ability to develop stored procedures using the Structured Query Language (SQL).
8. Ability to use the latest version of Microsoft SQL Server, including the SQL Server Enterprise Manager or Management Studio development environments.
9. Ability to develop reports using the latest version of Microsoft SQL Server Reporting Services (SSRS).
10. Ability to develop applications using the latest version in the Microsoft Visual Studio development environment.
11. Ability to develop advanced; interactive applications using current programming languages and application technologies such as JavaScript, Hypertext Markup Language (HTML), Java Server Pages (JSP), or other languages/applications, as needed.
12. Ability to manage applications projects and coordinate project resources.
13. Ability to conduct enterprise systems and procedures analyses and make sound recommendations for new applications.
14. Ability to review and analyze business process requirements and develop effective solutions.
15. Ability to develop detailed programming specifications and write complex computer programs.
16. Ability to prepare clear and concise reports, documentation, and other written materials; maintain organized and accurate records of work performed; and assist with developing training materials/programs.
17. Ability to exercise independent judgment within established procedural guidelines.
18. Ability to supervise, train, and evaluate assigned staff.
19. Ability to maintain current knowledge of technology and new user applications.
20. Ability to coordinate multiple projects and meet pre-determined deadlines.
21. Ability to work flexible hours or shifts.
22. Ability to develop and maintain an effective working relationship with District staff, vendors, and other agencies.
23. Ability to recognize and report hazards and apply safe work methods.
24. 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 Educational Development (GED), foreign equivalency, etc.); plus,
2. Bachelor of Science degree in Mathematics, Computer Science, Management/Business Information Systems, or related fields; and, four (4) years of experience in the development of large computer applications using various high-level programming languages (such as JavaScript, Hypertext Markup Language (HTML), Java Server Pages (JSP), or other languages) and enterprise database and structured query language environments (SQL) to develop applications, views, stored procedures, reports, and data extracts – preferably in the latest version of the Microsoft SQL Server environment using the Microsoft SQL Server Enterprise Manager or Management Studio development environments, Microsoft SQL Server Reporting Services (SSRS), and the Microsoft SQL language; or,
   Associate’s degree in a related field, or two (2) years of college with a focus in Mathematics, Computer Science, Management/Business Information Systems, or related fields; plus, six (6) years of applications programming experience using various high-level programming languages (such as JavaScript, Hypertext Markup Language (HTML), Java Server Pages (JSP) or other languages) and
enterprise database and structured query language environments (SQL) to develop applications, views, stored procedures, reports, and data extracts – preferably in the latest version of the Microsoft SQL Server environment using the Microsoft SQL Server Enterprise Manager or Management Studio development environments, Microsoft SQL Server Reporting Services (SSRS), and the Microsoft SQL language; or,
Combined eight (8) years or more of applications programming experience using various high-level programming languages (such as Java Script, Hypertext Markup Language (HTML), Java Server Pages (JSP) or other languages) and enterprise database and structured query language environments (SQL) to develop applications, views, stored procedures, reports, and data extracts – preferably in the latest version of the Microsoft SQL Server environment using the Microsoft SQL Server Enterprise Manager or Management Studio development environments, Microsoft SQL Server Reporting Services (SSRS), and the Microsoft SQL language.

Licenses and Certifications
1. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of driving history issued by the Department of Motor Vehicles (dated within six (6) months) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications
1. Supervisory experience.
2. Core product knowledge of the current Student Information System.
3. Familiarity with the database schema of the current Student Information System.
5. Ability to manage projects using the latest project management methodology.
   Ability to develop interactive forms using Adobe Acrobat Professional 9 or higher.
6. Ability to develop flow diagrams using Microsoft Visio.

Document(s) Required at Time of Application
1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College transcript(s), if applicable.
3. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history issued by the Department of Motor Vehicle (dated within six (6) months).
5. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas
Clark County School District Central Information Systems Department, and travel to and from schools and other District office settings.

Work Environment

Strength
Strength: Sedentary to medium – exert force 20-50 lbs., occasionally; 10-25 lbs., frequently; or 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 to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed materials and online, a Video Display Terminal (VDT) screen, and other monitoring devices.

Environmental Conditions
Climate-controlled office setting 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
Frequent electrical shock 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

District-issued vehicle/personal vehicle, various computers, printers, modems, telephones, fax machines, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 08/09/19
- Created: 05/08/13