

**USP X.A.5.a.i. Hire or Designated Position Credentials
SY 13-14**

Name	Hire/Designate	Active Position	Race/Ethnicity	Credentials
Richard M Foster	Designated to carry out EBAS functions for the USP	Job Code: 61029 Data Base Manager	White	<u>Education:</u> <ul style="list-style-type: none"> • AA – Computer Science <u>Licenses and Certifications:</u> <ul style="list-style-type: none"> • None <u>Experience:</u> <ul style="list-style-type: none"> • TUSD Data Base Manager - Dates: 7/09/2001 – (Active) • TUSD IT Programming Manager - Dates: 7/01/1999 (Conversion for Active Employee) – 7/02/2000
David Scott	Designated to carry out EBAS functions for the USP	Job Code: 24422 Director-Account / Research	White	<u>Education:</u> <ul style="list-style-type: none"> • Masters – Anthropology • Bachelors – Anthropology <u>Licenses and Certificates:</u> <ul style="list-style-type: none"> • None <u>Experience:</u> <ul style="list-style-type: none"> • TUSD Director-Account/Research - Dates: 7/13/2005 - (Active) • TUSD Research Project Manager-Lead - Dates: 7/01/1999(Conversion for Active Employee) – 7/13/2005

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Name	Hire/Designate	Active Position	Race/Ethnicity	Credentials
Karen Jones	Designated to carry out EBAS functions for the USP	Job Code: 61031 Mojave / SIS	White	<u>Education</u> <ul style="list-style-type: none"> • High School Graduate 1976 <u>Licenses and Certificates:</u> <ul style="list-style-type: none"> • None <u>Experience:</u> <ul style="list-style-type: none"> • TUSD Program Coordinator- TTS - Dates: 8/14/2000- (Active) • TUSD Staff Systems Analyst - Dates: 11/29/1999 – 8/14/2000 • TUSD IT Programmer / Analyst Lead - Dates: 7/01/1999 (Conversion for Active Employee)- 11/29/1999
Richard Haan	System Hired to Support Data	Job Code: 92267 Program Manager	White	<u>Education</u> <ul style="list-style-type: none"> • Master- Psychology • Bachelors of Science- Psychology <u>Licenses and Certificates:</u> <ul style="list-style-type: none"> • None <u>Experience:</u> <ul style="list-style-type: none"> • TUSD Program Coordinator, Senior - Dates: 2/01/2013 – 6/23/2014 • TUSD Research Project Manager- Lead - Dates: 7/13/2005 – 2/01/2013 • TUSD Interim Director- Accountability & Research - Dates: 7/01/2004 – 7/13/2005 • TUSD Research Evaluator- Lead - Dates: 10/24/2002 – 7/01/2004 • TUSD Research Evaluator - Dates: 7/01/99 (Conversion for Active Employee in PeopleSoft) – 10/24/2002

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SY 13-14

Name	Hire/Designate	Active Position	Race/Ethnicity	Credentials
Myrza Dynah Oviedo	Re-assigned to train/support data dashboard	Job Code: 94421 Research project Manager	Hispanic	<u>Education</u> <ul style="list-style-type: none"> • Masters of Arts- Education Psychology • Bachelors of Arts- Psychology <u>Licenses and Certificates:</u> <ul style="list-style-type: none"> • None <u>Experience:</u> <ul style="list-style-type: none"> • TUSD – Research Project Manager - Dates: 5/1998 – (Active)
Daniel Newton	Support Data Dashboard	Job Code: 92277 Data Base Administrator	White	<u>Education:</u> <ul style="list-style-type: none"> • Bachelors of Arts <u>Licenses and Certifications:</u> <ul style="list-style-type: none"> • None <u>Experience:</u> <ul style="list-style-type: none"> • TUSD- Database Administrator - 6/23/2014 - (Active) • Health Trio- Database Engineer - 4/2012 – 6/23/2014 • Raytheon- Sr. Computer Systems Architect - 1/2007 – 4/2012 • Script Save- principal Database Administrator - 3/2002 – 8/2006 • Open Text (Previous Captaris/Right Fax- Database Administrator - 9/1999 – 3/2002

**USP X.A.5.a.i. Hire or Designated Position Credentials
SY 13-14**

Name	Hire/Designate	Active Position	Race/Ethnicity	Credentials
Damon Jackson	Hired to carry out the District's review and analysis of the current capacity of Mojave and any other District data collection and tracking system functions for the USP	Job # 14-1154 Job Code: 06519 Chief Information Officer	Native American	<u>Education:</u> <ul style="list-style-type: none"> • Bachelor of Science – Organizational Management <u>Licenses and Certifications:</u> <ul style="list-style-type: none"> • None <u>Experience:</u> <ul style="list-style-type: none"> • TUSD/ Chief Information Officer - Dates: 9/03/2013 – (Active) • Ector County Independent School District/ Chief Technology Officer - Dates: 3/2003 – 9/03/2013 • NII Communications/ Operations Manager - Dates: 5/2001 – 12/2002 • Dell Computer Corporation/Technical Analyst II - Dates: 5/1997 – 4/2001 • Hughes Aircraft/Database Engineer - Dates: 6/1995 – 4/1997 • US Army/ Signals Intelligence Analyst - Dates: 1/1990 – 1/1994

Name	Hire/Designate	Active Position	Race/Ethnicity	
Damon Jackson		Job Code: 06519 Chief Technology Officer	Multiracial	See Attachment for Job Description
Richard M Foster	Designated to lead the effort to create a data dashboard (EBAS) Reassigned to support dashboard integration and data analysis	Job Code: Z79955 Acting Director of Information Systems	White	See Attachment for Job Description
David Scott		Job Code: 67225 Data Integration Specialist	White	See Attachment for Job Description
Karen Jones	Re-assigned to develop data dashboard	Job Code: 61031 Program Coordinator	White	See Attachment for Job Description
Rick Haan	Re-assigned to Manage Mojave Student System Hired to support data dashboard	Job Code: 92267 Program Manager Job Code: 92277 Database Administrator	White	See Attachment for Job Description
Daniel Newton			White	See Attachment for Job Description
Dynah Ovied	Re-assigned to train/support data dashboard	Job Code: 94421 Research Project Manager	Hispanic	See Attachment for Job Description

CODE: 06519

UNIT: SPT

FLSA: Exempt

CLASSIFICATION TITLE

CHIEF TECHNOLOGY OFFICER

SUMMARY

The Chief Technology Officer (CTO) provides technology vision and strategic leadership for the Tucson Unified

School District (TUSD) including policy formulation and executive management covering all aspects of information

technology of the organization. The CTO is a member of the TUSD Superintendent's Leadership Team and in

this capacity is responsible for aligning technology vision with academic and administrative computing needs and

serves as the primary advisor to the Superintendent and Superintendent's Leadership Team to this end. The CTO

will provide staff project and budgetary management of all District TS services to meet the District's academic and

administrative computing needs. The scope of responsibility also includes the supervision, direction and evaluation of functional areas and staff within the Technology Services Department.

MINIMUM REQUIREMENTS

Master's degree in Information Systems Management, Computer Science, Business Management or a related field.

Seven years as a supervisor or manager of information systems, data management, or integrated automation and telecommunications network.

Seven years business management or related experience.

Ability to use high level interpersonal skills in order to maintain effective relationships.

Experience in Information Systems Security planning and implementation.

Experience developing and managing budgets.

Experience facilitating the development and implementation of a strategic plan.

Executive level experience and participation in development and execution of enterprise strategies.

Experience facilitating and presenting executive level presentations.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Work experience may be concurrent experience.

OR

Any combination of education, training, or experience.

PREFERRED REQUIREMENTS

Master's degree in Information Systems Management, Computer Science or Business Management,

AND

Ten years experience in information systems, telecommunications/automation integration management, or

information security management.

Ability to develop and foster strategic relationships with internal and external constituencies.

Knowledge of state and federal laws, policies and regulations as pertaining to K-12 level educational institutions.

Information Technology experience in a large urban educational setting or school district.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

²

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

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Direct and manage district-wide computing and information technology strategic plans, policies, programs, and schedules for academic and business/operational systems to accomplish District goals and objectives. Develop strategic plans and implement the objectives of the information technology needs of the district to ensure that computer capabilities are responsive to the needs of the district's objectives. Develop and establish operating policies and approaches for computing and information technology. Act as an advocate for the district's IT vision via regular written and in-person communications with the district's executives, department heads and end users. Prepare enterprise objectives and budgets to facilitate the orderly and efficient capture, storage, processing, and dissemination of information. Interact with multiple levels of managers, supervisors, and leadership on internal and external operations that are impacted by information systems and technology changes. Define and communicate procedures, policies, and standards for the organization for acquiring, implementing, and operating new information network systems, equipment, software, and other technologies. Develop, track, and control the technical services annual operating and capital budgets for purchasing, staffing, and operations. Develop, integrate, and implement information technology systems in a large educational environment, including but not limited to ERP, Student Information, Learning Management, Transportation, etc. Ensure the security of the information and information systems, communication lines, and equipment. Oversee the development, design, and implementation of new applications and changes to existing computer systems and software packages. Identify emerging information technologies to be assimilated, integrated, and introduced within the district. Direct development and execution of an enterprise-wide disaster recovery and business continuity plans. Assess and communicate risks associated with technology-related investments and purchases. Establish district infrastructure standards to support and guide individual divisions/departments/sites in computing and information technology efforts. Coordinate with the Technology Oversight Committee for the district; take under advisement the Technology Oversight Committee's recommendations, compile, and present final recommendation to the district. Promote and oversee strategic relationships between internal IT resources and external entities, including government, vendors, and partner organizations. Supervise recruitment, development, retention, and organization of all IT staff in accordance with corporate budgetary objectives and personnel policies. Adheres to all court orders, District policies and regulations, and state and federal laws.

MENTAL TASKS

Communicates. Comprehends. Performs functions from written, graphic and oral instructions and from observing others. Evaluates written materials. Reads.

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PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding

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and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephone, computer, printer and copier. Expertise with Microsoft Office Suite, including Word, Excel, Outlook and Power Point.

WORKING CONDITIONS

Indoor. Office environment. Exposure to noise. Contact with employees, students and public.

CONTROL, SUPERVISION

Supervisory control of staff, which includes interviewing, selecting, training, directing and appraising work, handling employee complaints, disciplining staff, and providing for safety and security.

M:JOB06519

Revised 5/00, 5/07, 4/10, 7/13, 4/14

USP Rev: 4/14

Title Chg: 6/14

Director of Information Systems (draft for acting director)

Summary

This position reports to the CIO and leads the daily operations of the Information Systems Department in the Technology Services Division. The Director will manage and oversee the planning, organizing, development, operation, and management of Information Systems

Minimum Qualifications

Fifteen years experience of school district experience in supporting Student Information Systems and/or Enterprise Resources Planning Systems.

Fifteen years of Supervisory Experience.

Excellent Communication Skills

Maintain confidentiality and integrity of all district information resources

Preferred Qualifications

Twenty Five years experience of school district experience in supporting Student Information Systems and/or Enterprise Resources Planning Systems.

Extensive school district experience implementing and upgrading major ERP systems and/or Student Systems.

Additional Requirements After Hire

Essential Functions

Assist the CIO in providing vision, leadership, and management of Information System and development resources to help TUSD meet its goals and objectives.

Identify and propose new information technologies and systems to improve business processes and decision making.

Review and propose methodologies that will improve the efficient use of the information systems.

Manage and oversee the integration of information systems within and outside of the district.

Plan, direct, and coordinate the activities of all Information Systems staff.

Manage and oversee the planning, organizing, development, operation, and management of the Student Information and the Enterprise Resource Planning Systems solutions and teams.

Manage and oversee the development and management of the SharePoint System (and associated Web Systems).

Manage and oversee the development, operation and management of the Data Warehouse and Business Intelligence systems.

Manage and oversee other development and programming as required.

Develop and manage policies, procedures and best practices to ensure the integrity and security of information systems.

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CODE: 67225

UNIT: SPE

GRADE : TBD

FLSA: Non-Exempt

CLASSIFICATION

DATA INTEGRATION SPECIALIST

SUMMARY

The Database Integration Specialist provides data transfer functionality to and from databases. This position will create and manage data import and export routines. This position will be responsible for data movement and integration between major systems such as the ERP and Student systems and the data warehouse. This position will organize data from disparate systems for reporting and application consumption. This position will perform the ETL (Extract, Transform and Load) function.

MINIMUM REQUIREMENTS

A Bachelor's degree in Computer Science or a directly related degree

AND

Three (3) years in-depth working experience performing data integration utilizing the Microsoft SQL Server environment

OR

Six (6) years in-depth working experience performing data integration utilizing the Microsoft SQL Server environment

All Candidates:

Experience in data integration techniques.

Extensive experience using Transact SQL

Extensive experience importing, exporting and transferring data between database

Experience using BCP, OpenDataSource and server to server data transfer

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Experience in ETL (Extract, Transform and Load) techniques.

Experience using SQL Import/Export (Or DTS)

PREFERRED QUALIFICATIONS

SSIS development (Microsoft SQL Server Integration Services or comparable tool)

SSRS development (Microsoft SQL Server Reporting Services or comparable tool)

Experience importing/exporting using FTP/FTPS/SFTP

Experience using data encryption/compression

VB.Net or C#.Net

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Responsibilities will include the set up and managing the execution of imports and exports to/and from databases.

Position requires the assessment of data types and their compatibility/translation between various tools and databases.

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Researches and develops methodologies of transferring data between database systems and other data repositories.

Interacts with management and users to assess best approach to move critical data (i.e. ERP and Student Systems) into data warehouse.

Determines how to combine data from multiple repositories to provide users with a unified view of the data.

Determines and implements strategies on keeping data warehouse supplied with current data.

Understands how to transform raw source system data in to usable standardized format.

Understands and employs methodologies to clean data.

Performs ETL or ELT as needed.

Performs import/export of data via FTP/FTPS/SFTP and/or using Web Services (i.e. SOAP, REST, SIF)

Other duties as required.

MENTAL TASKS

Communicates. Performs functions from oral, written and graphic instructions or from observation of others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically

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demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses computers, computer peripherals, and office equipment such as telephone, fax, printer, and copier.

WORKING CONDITIONS

Indoors, days, some evenings. Exposure to noise. Office environment. Frequent contact with teachers, site and central administrators, as well as government officials.

CONTROL, SUPERVISION

None

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CODE: 61031

UNIT: SPE

GRADE: 16

FLSA: Exempt

CLASSIFICATION

PROGRAM COORDINATOR – SIS (Student Information System)

SUMMARY

Manages and supervises all aspects of the SIS software engineering process, including coordinating how the software will be designed, with what technology, and how that technology will be implemented.

MINIMUM REQUIREMENTS

Master's degree in computer science or related field.

Three years experience programming applications and/or large relational databases.

Solid knowledge of and experience in analysis techniques and systems analysis design.

Experience in a Client/Server environment.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training, or education.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Supervises programming staff with respect to time and attendance, scheduling and assignments to teams;

reviews completed work (programming code) for accuracy and provides training in emerging technologies,

guidance and assistance to the programming staff.

Determines need and develops innovative software solutions, using programming languages and programming

tools.

Analyzes, evaluates current software programs and is responsible for designing system upgrade architecture

integration of software to keep software operational.

Designs and administers functions such as security rights and disaster recovery. Establishes and maintains a

program of monitoring, measuring and evaluating software performance, determines the cause of issues and

coordinates resolution. Ensures high quality of data.

Reviews and evaluates software needs, recommending changes and upgrades to provide efficient, effective

and timely service to users throughout the District for the SIS.

Develops project plan including goals, scope, deliverables, resources needed, schedules, timelines, methods

for measuring results, security and risk assessment. Responsible for project communications to all stakeholders.

Collaborates with site level users and Leadership Team to determine programming needs for the district; provides district level reporting requirements to state and federal agencies as well as to the site. Works

with

central departments, and state and federal agencies.

2

Ensures programming standards are developed and followed.

Researches and develops functional and system analysis, database design and structure for multiple systems,

integrating and optimizing components of the systems.

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Approves analysis and develops project plans for system development
Develops procedure for recovery from system failures, Develops procedures for database backup and recovery.
Ensures proper and timely backing up of the databases. Recovers from system failures and database failures in a timely fashion.
Consults and coordinates with management, programming staff and outside organizations regarding computer systems.
Plans for proper utilization of storage. Determines the most effective and efficient manner of storing data.
Projects data requirements for the organization.
Analyzes and optimizes performance of database and application systems.
Integrates maintenance of existing database systems with new developments.
Identifies functional, database, systems, and programming problems or new requirements.

MENTAL TASKS

Communicates. Reads. Comprehends. Performs functions from written and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses computers, computer peripherals and office equipment such as telephone, fax, printer and copier.

WORKING CONDITIONS

Indoor. Office environment. Exposure to noise. Contact with employees, students and public.

CONTROL, SUPERVISION

Supervisory control of assigned staff.

M: JOB 61031

Review&Upgrd 3/00

Revised 6/04, 7/07, 3/10, 1/14

CODE: 92243

UNIT: Exempt

Coord (EXC)

GRADE: 2

FLSA: Exempt

CLASSIFICATION TITLE

PROGRAM COORDINATOR

SUMMARY

Coordinates the activities and functions of designated programs. Analyzes, evaluates and ensures that the goals and objectives for the program are accomplished according to established priorities, time and funding limitations or other specifications.

[A "program" refers to carrying out a specific service or specific activity within a department or the district.]

Note: Specific summary information relating to the program for this position will be provided by the department and approved by Human Resources

MINIMUM REQUIREMENTS

Bachelor's Degree.

AND

Four years of experience administering or coordinating programs.

OR

Eight (8) years of progressive experience administering or coordinating programs.

Knowledge and ability to use word processing, database, and spreadsheet programs.

One (1) year of supervisory experience.

Knowledge of federal and state legislative requirements related to specific program.

Any combination of experience, training, or education.

Some positions within this classification may require some type of certification.

PREFERRED QUALIFICATIONS

Master's Degree.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Coordinates the activities of the program with interrelated activities, or with other programs or departments or schools.

Supervises and evaluates assigned personnel

Provides training, organize conferences and chair committees related to program.

Develops and recommends new or revised program goals and objectives. Develops and implements action plans.

Develops and schedules program work plans based upon established priorities, time and funding limitations or other specifications.

Monitors and approves program expenditures. Prepares or assists with funding or budget proposals.

Confers with and advises staff, students, community members, or others of program goals and objectives, and of the means to achieving those goals and objectives. Collaborates with community, governmental and/or social service agencies as needed.

Prepares periodic reports, financial statements and records on program activities, progress or status.

Adheres to all federal and state laws, court orders, and District policies and regulations.

MENTAL TASKS

Communicates. Reads. Comprehends. Performs functions from written and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work

involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

USP X.A.5.a.i

Uses office equipment such as telephone, computer, printer and copier.

WORKING CONDITIONS

Indoor. Office environment. Contact with employees, students and public.

CONTROL, SUPERVISION

May coordinate, monitor or supervise the activities of subordinates.

M: JOB 92243

New: 7/06

Revised 5/13

USP Reviewed 5/13

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CODE: 92277

UNIT: EXC

GRADE: 5

FLSA: Exempt

CLASSIFICATION

DATABASE ADMINISTRATOR

SUMMARY

Plans, controls and manages data as a resource in support of the organizational business functions under the

direction of management. Establishes database design standards, access and security measures.

Reviews

and recommends hardware, operating systems and software for data and information management.

Manages

Microsoft database systems.

MINIMUM REQUIREMENTS

A Bachelor's degree in Computer Science or comparable degree and five years working experience administering large relational databases required. Ten years in-depth working experience administering large

relational databases may be substituted for degree.

Demonstrated accomplishments in an installation containing multiple large SQL Servers in an NT environment.

Knowledge of analysis techniques and system analysis design.

Knowledge of data integration techniques.

Knowledge of SQL Server tuning and query optimization.

Extensive and in-depth Transact SQL experience.

Knowledge of IT database operations and demonstrating a strong understanding of database structures, theories, principles, and practices.

Any equivalent combination of training, education or experience that meets the minimum requirements.

PREFERRED QUALIFICATIONS

SSAS development (Microsoft SQL Server Analysis Services or comparable)

SSRS development (Microsoft SQL Server Reporting Services or comparable)

SSIS development using VB and/or C# (Microsoft SQL Server Integration Server or comparable)

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Researches and develops functional and system analysis, database design and structure for multiple systems,

integrating and optimizing components of the systems.

Oversees installation, patching and upgrades of Microsoft SQL Servers Database.

Manages all aspects of Microsoft SQL Server Databases.

Ensures managed database systems are operational, the data is secure and that data integrity is maintained

within the confines of the database.

Develop, implement and manage data integration using SSIS (SQL Server Integration Services) or the current

Data Integration Program.

2

Develops and implements procedures for database backup and recovery, including recovery from catastrophic

critical system failures Works with other areas of the TS department to ensure proper and timely backing up of

the databases and logs. Recovers from system and database failures in a timely fashion.

Provides data integration between SQL servers or other data sources using SSIS or comparable tools.

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Works with other members of the Technology Services department to ensure consistency and efficiency in implementing the policies, process and procedures developed for database management. Projects data requirements for the databases and related objects. Analyzes and optimizes performance of database servers. Integrates maintenance of existing database systems with new developments, including releases, upgrades and patches. Identifies functional, database, system, and programming problems or new requirements. Resolves database problems and provides research and analysis for the determination of problems. Ensures functioning of all production database systems. Oversees the development and organization of all district databases, assessment and implementation of new technologies, and provides Information Technology with a long-term perspective on the relationship of database technology to the business opportunities facing the organization. Responsible for insuring best practices and appropriate governance structures are maintained and enforced. Works with vendors in evaluating and implementing new technologies. Other duties as required.

MENTAL TASKS

Communicates. Performs functions from oral, written and graphic instructions or from observation of others.

Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects

of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for

extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties.

Verbal

communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses computers, computer peripherals, and office equipment such as telephone, fax, printer, and copier.

WORKING CONDITIONS

Indoors, days, some evenings. Exposure to noise. Office environment. Frequent contact with teachers, site

and central administrators, as well as government officials.

CONTROL, SUPERVISION

None

M:JOB92277

New 1/14

CODE: 94421

UNIT: RSCH

FLSA: Exempt

CLASSIFICATION

RESEARCH PROJECT MANAGER

(For Accountability & Research Department only)

SUMMARY

Conducts evaluation of instructional programs and research of educational issues important to TUSD.

MINIMUM REQUIREMENTS

Masters Degree in Social Sciences or related research field.

Three (3) years prior experience in an educational or social science program evaluation and/or research, including experience in quantitative and/or qualitative research, analysis, statistical methods and computer applications.

Any equivalent combination of experience, training, or education.

PREFERRED QUALIFICATIONS

Knowledge and experience with relational databases and structured query language.

Knowledge and experience with advanced statistical techniques, including but not limited to multivariate analysis, Item Response Theory (IRT), and causal modeling.

Ability to design and implement research and evaluation instruments from defining the scope of project, creating appropriate instruments, data collection, analysis, and writing/presenting finds.

Knowledge and experience with statistical and web applications, including but not limited to ArcGIS, SPSS, ASP.net.

Experience working with diverse constituents.

Experience in communicating research findings to diverse audiences in the form of written reports, oral presentations, and the web.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Develops and implements appropriate research and evaluation projects to determine program effectiveness and assess alternatives. Tasks include designing evaluation instruments, collecting data, analysis, and preparing reports.

Prepares and disseminates research findings and recommendations to appropriate personnel, as well as local, state, and federal agencies. Collaborates with Superintendent's Leadership Team and program administrators to facilitate the use of research findings and recommendations in strategic analysis of immediate and long range planning and decision-making.

Manages research and evaluation activities and personnel for externally funded grant projects to ensure compliance.

Identifies data needs, creates and modifies database systems, and presents the information to both internal and external users.

Plans, initiates and maintains computerized databases utilizing appropriate software.

Collaborates with appropriate personnel to determine and recommend needs for strategic analysis of immediate and long range planning and decision-making.

Fulfills internally and externally generated requests for research, statistical analysis and reports utilizing departmental software.

Attends and makes presentations at professional meetings.

Facilitates the import/export of student information into other database applications

Works closely with users to determine their precise needs in developing and/or modifying systems/programs/databases to meet those needs.

Selects appropriate evaluation instruments having acceptable validity and reliability.

May assist with and coordinate project personnel as needed.

Implements and coordinates testing and other assessments for the district.

MENTAL TASKS

Communicates. Evaluates written materials. Performs functions from oral and written instructions.

PHYSICAL TASKS

USP X.A.5.a.i

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Utilizes office equipment such as computer, telephone, copier, and printer.

WORKING CONDITIONS

Indoor. Office environment. Contact with students, employees and the public. Exposure to noise.

CONTROL, SUPERVISION

None.

M:JOB94421

REVISED 6/95, 10/99, 5/00, 12/09, 9/13

1-01 Title Change



CODE: 41044
UNIT: WHITE COLLAR
GRADE: 13
FLSA: Non-Exempt

CLASSIFICATION

STUDENT MANAGEMENT SYSTEM ANALYST/TRAINER

SUMMARY

Analyzes district data needs for required student reports, writes specifications for programming, assists departments with audit reports and assists in reconciling data entry discrepancies.

MINIMUM REQUIREMENTS

Bachelor's degree in Business, Accounting, Computer Science or related field

AND

One year of experience in auditing attendance accounting data and State/Federal reports.

OR

Associate's degree in related field

AND

Five years of this type of experience.

Any training or experience required in Accounting and/or Student Management Software, such as Mojave.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training, or education.

PREFERRED REQUIREMENTS

Knowledge of Arizona Department of Education requirements for student membership and absences.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Analyzes District student management information programs' data needs and writes specifications for programming staff to develop information systems to accommodate District data needs.

Interprets Arizona Revised Statutes (ARS) to determine the information required for student information reporting and writes specifications for programming staff to develop information systems to accommodate State requirements.

Monitors and analyzes State policies and procedures for State and Federal reporting to insure the District maintains information systems that are compliant with policies and procedures.

Coordinates with District sites/departments and programmers to ensure information systems are accurately reporting student data.

Assists departments with audits of State reports; assists in investigating report discrepancies and assists in their reconciliation.

Coordinates data reconciliation for Student Accountability Information Systems (SAIS) with District sites.

Evaluates departmental needs to develop programming requirements.

Assists in student database and graphical user interface design.

May prepare technical documentation such as system requirement guides and assists Technical Writers in the process of developing training manuals.

Develops and/or coordinates SAIS training for school sites and monitors the trainers to provide technical and procedural training to district sites and departments.

Coordinates the exchange of information with Federal, State and other external agencies.

Test, verify and troubleshoot software modifications and new software.

Research correlating system operations with District, Federal and State policies and regulations.

Presents and demonstrates Student Management Systems modifications and changes.

MENTAL TASKS

Communicates. Reads. Comprehends. Develops, plans, evaluates and analyzes written and verbal information and materials. Performs functions from written and oral instructions and from observing and listening to others.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses office equipment such as telephone, computer, printer, calculator and copier.

WORKING CONDITIONS

Indoor. Office environment. Exposure to noise. Contact with employees, students and public.

CONTROL, SUPERVISION

Supervisory control of assigned staff.

M:Job41043
Update 7/99, 12/00, 06/04
Reviewed 10/02, 10/06 (Title Chg), 11/13
Upgrd 12/06



CODE: 94421
UNIT: RSCH
FLSA: Exempt

CLASSIFICATION

RESEARCH PROJECT MANAGER

(For Accountability & Research Department only)

SUMMARY

Conducts evaluation of instructional programs and research of educational issues important to TUSD.

MINIMUM REQUIREMENTS

Masters Degree in Social Sciences or related research field.

Three (3) years prior experience in an educational or social science program evaluation and/or research, including experience in quantitative and/or qualitative research, analysis, statistical methods and computer applications.

Any equivalent combination of experience, training, or education.

PREFERRED QUALIFICATIONS

Knowledge and experience with relational databases and structured query language.

Knowledge and experience with advanced statistical techniques, including but not limited to multivariate analysis, Item Response Theory (IRT), and causal modeling.

Ability to design and implement research and evaluation instruments from defining the scope of project, creating appropriate instruments, data collection, analysis, and writing/presenting finds.

Knowledge and experience with statistical and web applications, including but not limited to ArcGIS, SPSS, ASP.net.

Experience working with diverse constituents.

Experience in communicating research findings to diverse audiences in the form of written reports, oral presentations, and the web.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Develops and implements appropriate research and evaluation projects to determine program effectiveness and assess alternatives. Tasks include designing evaluation instruments, collecting data, analysis, and preparing reports.

Prepares and disseminates research findings and recommendations to appropriate personnel, as well as local, state, and federal agencies. Collaborates with Superintendent's Leadership Team and program administrators to facilitate the use of research findings and recommendations in strategic analysis of immediate and long range planning and decision-making.

Manages research and evaluation activities and personnel for externally funded grant projects to ensure compliance.

Identifies data needs, creates and modifies database systems, and presents the information to both internal and external users.

Plans, initiates and maintains computerized databases utilizing appropriate software.

Collaborates with appropriate personnel to determine and recommend needs for strategic analysis of immediate and long range planning and decision-making.

Fulfills internally and externally generated requests for research, statistical analysis and reports utilizing departmental software.

Attends and makes presentations at professional meetings.

Facilitates the import/export of student information into other database applications

Works closely with users to determine their precise needs in developing and/or modifying systems/programs/databases to meet those needs.

Selects appropriate evaluation instruments having acceptable validity and reliability.

May assist with and coordinate project personnel as needed.

Implements and coordinates testing and other assessments for the district.

MENTAL TASKS

Communicates. Evaluates written materials. Performs functions from oral and written instructions.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Utilizes office equipment such as computer, telephone, copier, and printer.

WORKING CONDITIONS

Indoor. Office environment. Contact with students, employees and the public. Exposure to noise.

CONTROL, SUPERVISION

None.

M:JOB94421
REVISED 6/95, 10/99, 5/00, 12/09, 9/13
1-01 Title Change



CODE: 61033
UNIT: Super/Prof (SPE)
GRADE: 14
FLSA: Exempt

CLASSIFICATION
PROGRAMMER - SENIOR

SUMMARY

This position is responsible for application design and development, logical database design, and provides comprehensive support of District ERP system, associated web interfaces, and web based applications. The position will work with departments within the District to provide them with a comprehensive solution to their computing needs.

MINIMUM REQUIREMENTS

Bachelor's degree in Computer Science or related field.

Two years of experience programming applications and/or large relational databases.

Five years experience programming applications and/or large relational databases may be substituted for Bachelor's degree.

Experience in a Client/Server environment.

Knowledge of and skill in applying ERP software tools.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training, or education.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Analyzes, designs, develops, tests, implements and documents software solutions that ensure data integrity throughout the automated system.

Develops and maintains client/server applications. New table definitions, data views, functions, procedures and packages will be created in support of end-user requests.

Create test plans; performs and debugs application testing.

Technical testing of code and documentation to ensure data integrity.

Analyzes, tests, and applies changes to the application environment under the prevailing change management procedures and requirements.

Develops programming analysis and coding structure, given system context, and creates flowchart, pseudo-code or specific outline.

Writes structured code and programming documentation for a system component, using programming languages and modular programming techniques.

Provides programming and analysis of components within subsystems of large relational databases.

Understands the integration of complex modularized database systems.

Analyzes, programs, and develops applications to efficiently query and maintain data in a very large relational database.

Analyzes functional and programming problems or new requirements, interfacing with users, database administrators and software support. Codes and test solution modifications.

Analyzes and develops reports and processes constructed using a variety of programming languages.

Analyzes and optimizes the performance of components.

Performs maintenance and minor modifications for existing systems.

Applies analysis and structured programming techniques.

Investigates emerging technologies.

MENTAL TASKS

Communicates. Reads. Comprehends. Analyzes. Listens. Performs functions from written, graphic and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses computers, computer peripherals and office equipment such as telephone, computer, printer, and copier.

WORKING CONDITIONS

Indoor. Office environment. Exposure to noise. Contact with employees, students and public.

CONTROL, SUPERVISION

Lead control of assigned staff and projects.

M: JOB 61033
Upgraded 3/00
Revised 6/04, 3/06, 5/06, 9/06, 8/09, 03/10, 1/14



CODE: 61043
UNIT: Super/Prof (SPE)
GRADE: 15
FLSA: Exempt

CLASSIFICATION

PROGRAMMER / ANALYST - SENIOR

SUMMARY

To coordinate and provide technical leadership and supervision, and perform a variety of complex tasks, in the design, development and implementation of integrated enterprise software applications and technical infrastructure. To provide analysis and design leadership as it relates to the integration of external and in-house software application solutions and the various integration layers of presentation, application and data.

MINIMUM REQUIREMENTS

Bachelor's degree in Computer Science or related field.

Four years of experience programming applications and/or large relational databases.

Five years experience programming applications and/or large relational databases may be substituted for Bachelor's degree.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Develops functional and programming analysis, database design and coding structure for an ERP or SIS software.

Serves as a technical team lead for complex projects.

Reviews code and documentation produced by Senior Programmer, Programmer, or other Senior Programmer/Analyst, to ensure data integrity and workable solutions, prior to submission for testing. Tests and installs components into production after testing.

Sets testing standards for system component development.

Analyzes functional and programming problems or new requirements, interfacing with users, database administrators and software support. Codes, installs, and tests solution modifications.

Provides program integration to include linking operating systems, application subsystems, packaged programs, and applications programs.

Evaluates and analyzes errors that occur on the Local Area Network (LAN) or software programming, determines cause and coordinates recovery.

Maintains, improves and analyzes existing systems.

Reviews, evaluates and analyzes requests for programming changes.

Analyzes, programs, and develops applications to efficiently query and maintain data in a very large relational database.

Analyzes and develops reports and processes constructed using a variety of programming languages.

Coordinates changes in work processes.

Provides Client/Server application development and maintenance. Troubleshoot performance and interoperability problems between applications, servers and databases, using SQL language to verify database connectivity and performance. Develops stored procedures to improve system performance. Develops data conversions; converts code for upgrades.

Performs Fit Gap Analysis of functionality during upgrades on ERP or SIS.

Test software processes, procedures, in-house software changes and/or software company releases. Coordinates on-going operational research. Evaluates results and recommends selection of emerging and/or relevant methodologies, programming languages and technologies.

Analyze, test and apply changes to the application environment.

Analyzes business management processes and develops automated systems for more efficient operation. Design and administer the development, implementation and enhancement of data interfaces.

Applies development strategies, technological advancements and functional techniques.

Provides technical knowledge, training and assistance, internally, to the programming staff, specialists and technicians.

Performs functional analysis for release installation.

Ensures the functioning of production subsystems.

Analyzes and resolves software system malfunctions, ensures compliance with current security and service protocols and standards.

Perform project management for large IT projects, ensuring timely implementations.

MENTAL TASKS

Communicates. Reads. Comprehends. Performs functions from written, graphic and oral instructions and from observing others. Evaluates written materials.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Uses computers, computer peripherals and office equipment such as telephone, computer, printer, and copier.

WORKING CONDITIONS

Indoor. Office environment. Exposure to noise. Contact with employees, students and public.

CONTROL, SUPERVISION

Lead control of assigned staff and projects.

M: JOB 61043
Revised 6/04, 9/06, 12/09, 4/10
FLSA chg 11/06



CODE: 23455
UNIT: ADE
GRADE: 5-C
FLSA: Exempt

CLASSIFICATION TITLE

Director-Project Management

SUMMARY

The Director-Project Management is responsible for overseeing the development of project plans that align with Tucson Unified School District (TUSD) strategic planning, administration, operational efficiency and problem solving. The Director will ensure that all projects adhere to all court orders, state and federal laws, as well as District policies and regulations. This position reports to the Deputy Superintendent of Operations.

MINIMUM REQUIREMENTS

Bachelor's Degree in Engineering, Finance, Accounting, Business or Public Administration, or a related field

Five years of administrative experience in a public or private organization

Ability to use high level interpersonal skills in order to maintain effective relationships.

Experience developing and managing budgets.

Experience using Project management tools

Excellent analytical skills

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of education and experience that meets the minimum requirements.

PREFERRED QUALIFICATIONS

MBA

Project Management Professional (PMP) Certification

School District project management experience

Six Sigma Training – Green or Black Belt

ADDITIONAL REQUIREMENTS AFTER HIRE

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

ESSENTIAL FUNCTIONS

THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED.

Develop processes, procdures, templates, and other necessary infrastructures to build an efficient and effective Project Management Office.

Directs and oversees all aspects of project management, including but not limited to strategic planning, execution, guidance and oversight for projects and programs under the Deputy Superintendent of Operations office.

Provides leadership to project management staff. Directs and communicates best practices in project management.

Ensures projects meet stated objectives for quality and timeliness.

Liaises between the Deputy Superintendent of Operations office, TUSD programs and offices, the Governing Board, and community organizations.

Responsible for effective and efficient administration of project accounts. Oversees budget development for TUSD projects.

Directs communication between projects. Directs reporting and analysis of projects for items such as timelines, resources, and budgeting information. Ensures records management for projects.

Responsible for process improvement and training, directs the optimal use of available resources to ensure project completion.

Works across the organization to identify and resolve operational, technical, and budgetary issues.

Responsible for ensuring that projects adheres to all court orders, state, and federal laws, and District policies, and regulations.

MENTAL TASKS

Communicates. Comprehends. Performs functions from written and oral instructions and from observing others. Evaluates written materials. Reads.

PHYSICAL TASKS

Work involves the performance of duties where physical exertion is not normally required to perform all aspects of the job. Assistance is available as required to perform physically demanding tasks. Work involves sitting for extended periods of time, requires moving from one location to another, reaching, stooping, bending, and holding and grasping objects. Visual weakness must not prohibit the performance of assigned duties. Verbal communicative ability may be required of public contact positions.

EQUIPMENT, AIDS, TOOLS, MATERIALS

Use office equipment such as telephone, computer, printer, calculator and copier.

WORKING CONDITIONS

Indoor. Office environment. Contact with employees, students and public.

CONTROL, SUPERVISION

Supervisory control of staff, which includes interviewing, selecting, training, directing and appraising work, handling employee complaints, disciplining staff, and providing for safety and security.

M: JOB23455
New 2/14