



**Orange County Department of Education
Human Resources Department
Classified Management Class Specification**

Data and Network Specialist

**Class Code: 1313
Work Days: 225**

GENERAL PURPOSE

Administer program databases and coordinate, monitor, and support geographically dispersed technology operations for the Offender Employment Continuum (OEC). Sites are in jails, prisons, and parole offices located throughout the state of California.

SUPERVISION RECEIVED AND EXERCISED

1. Receives direction from higher level management staff.
2. May exercise direct supervision over professional, technical, and clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description is intended to describe the general nature and level of work performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
 2. Provide support to day-to-day OEC program technology operations including hardware and software installations, training, and database management.
 3. Maintain and monitor program databases; troubleshoot database application issues; ensure database availability; and provide staff training on data entry procedures.
 4. Reconcile data reports to ensure accurate information; coordinate outcome and process reports; ensure production and validity of required client information data.
 5. Prepare, create, and provide required reports; assist with preparation of statistical information needed for evaluation of program effectiveness.
 6. Install, maintain, and repair system hardware including laptops, CPU's, scanners and printers.
 7. Install, maintain, and repair system software including all user applications and network; ensure that new and modifications to existing applications are adequately tested and documented.
 8. Implement new locations, including on-site coordination, provision of electrical specifications, cable layout to cable vendor, and on-site installation supervision in accordance with site safety and security rules and regulations.
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ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)

9. Maintain and support all Wide Area Network connections from remote offices to central office; ensure Internet connectivity and access to applicable web-based software applications.
10. Maintain and implement security standards across the network; conduct security audits, reviews, and threat assessments; perform system security updates and patches.
11. Perform data back-up strategies in case of hardware and/or software failure; implement and document procedures in the case of a network failure.
12. Attend and participate in professional group meetings; advise higher level management on new network and security technologies and solutions relevant to improving the assigned program infrastructure.
13. Demonstrate attendance sufficient to complete the duties of the position as required.
14. Perform related duties similar to the above in scope and impact as required.

QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)

Knowledge of:

1. Database design, structure, and management.
2. Basic operations, service and activities of local and wide area network systems.
3. Basic operational characteristics of a variety of computer systems, applications, hardware, and software.
4. Methods and techniques of installing network hardware and software.
5. Basic principles and practices of local area network administration.
6. Principles of report preparation.
7. Basic principles and practices of troubleshooting network problems.
8. Modern office procedures, methods, and equipment including computers.
9. Pertinent federal, state, and local codes, laws, and regulations.

Ability and Skill to:

1. Manage multiple databases
2. Review, analyze, and interpret reports and statistics.
3. Provide support to complex wide area network design and implementation projects.
4. Coordinate schedules and meet deadlines.
5. Develop and present training materials.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Ability and Skill to (cont.):

8. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.
9. Establish and maintain effective working relationships with various constituencies.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in computer science, network engineering, or a related field, and three years of educational experience with at least two years of experience in database management and supporting local and wide area networks, computer network design, installation, and customer support.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee typically works in an office environment that is fast paced with high pressure.

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