KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JULY 2020
RANGE: 58.5
TECHNICIAL/SPECIALIST SERVICES SERIES
CLASSIFIED - OVERTIME EXEMPT
CODE: 2, 6

CSIS DATA ANALYST
(California School Information Services)

DEFINITION
The CSIS Data Analyst, working under the direction of senior CSIS Management, will carry out tasks necessary to capture and manage changing and emerging requirements for the longitudinal data systems and FCMAT/CSIS services.

Responsible for eliciting, recording, tracking, and disseminating, requirements from both internal and external sources.

EXAMPLES OF DUTIES
Assess and analyze state and local education agency (LEA) needs for information system requirements and business processes;

assess and analyze vendor needs for information systems supporting the FCMAT/CSIS mission;

provide direction, training and support to LEAs and data system partners;

communicate complex relationships;

provide internal and external requirements definitions;

implement new data analysis methodologies;

use analytic skills to improve data quality and increase insights from data;

identify data patterns and trends;

serve as a cooperative and contributing member of the FCMAT/CSIS Program team;

complete other duties as assigned.

QUALIFICATIONS
Knowledge of:
Knowledge of the extract, transform, load process and reporting structures.

Knowledge of database structures.

In-depth knowledge of state educational and/or local K-12 operations preferred.

Ability to:
Ability to effectively multi-task among multiple complex tasks.

Demonstrated ability to interpret and communicate complex relationships.

Gather, analyze, document, and validate the needs of the project stakeholders.

Demonstrated ability to assess impact of proposed changes on clients.

Ability to probe all appropriate sources for relevant information and answers to key questions; demonstrates persistence and skill in gathering information.

Work with formal organizational structures as well as with flexible teams;

Build and manage constructive inter-personal relationships.

Demonstrated ability to effectively communicate in public, in conference, and in writing.

Proven interpersonal, group facilitation, and technical skills consistent with the goals and objectives of FCMAT/CSIS.

Experience:
Minimum of three years' experience in developing and documenting requirements;

Experience should include practice in one or more of the following: designing and/or evaluating complex systems, student information systems operations, data policy analysis, client support/training for student information systems.

Education:
Requires graduation from an accredited four-year college or university with a major in business, communications, technology, or a related field.

Work experience resulting in an equivalent knowledge base may be substituted for the major requirement.

Conditions of Employment:
Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position is overtime exempt and has a probationary period of six months.

RT: rn
7/20/2020
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