

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED JULY 2024  
SALARY SCHEDULE: #20  
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT  
CODE: 2, 3, 6, 8**

**CSIS DEPUTY OPERATIONS OFFICER  
(California School Information Services)**

**DEFINITION**

Under the administrative direction of the CSIS Chief Operations Officer (CSIS COO), the Deputy Operations Officer will assist CSIS COO in day-to-day administration of CSIS: to plan and direct the statewide implementation and operations of CSIS; lead and manage professional and technical staff; obtain the cooperation and consensus of diverse stakeholder interests; develop and oversee the departmental budget; and coordinate any needed contract services.

**EXAMPLES OF DUTIES**

Implement a commonly shared set of expectations for the CSIS Program including technology-based data management products and services;

supervise CSIS department managers to ensure effective coordination of resources for the attainment of project objectives;

assist the CSIS COO with the development and oversight of the CSIS budget, funding requests and/or justifications as needed;

develop and monitor an effective project management plan component that contains all tasks necessary to obtain project objectives;

prepare and conduct successful communications that explain project objectives, tasks, timelines, benefits, and responsibilities to all local and state level stakeholders and participants;

maintain and/or develop applicable stakeholder groups that act in advisory roles regarding CSIS development and operations;

communicate regularly with FCMAT, the California Department of Education (CDE), representatives of California's K-12 educational community and other interested stakeholders;

ensure that CSIS plans, implementation and operations adhere to requirements set forth by state legislation;

provide leadership for the assurance of confidentiality and security of family and student information in electronic systems processing;

provide leadership and direction in technology planning, computer and infrastructure acquisition, applications development and deployment, and on-going operations;

prepare, promote and implement a vision of and objectives for procedural and technological advances that will serve the broad-based informational needs of the California educational community and public;

consult with K-12 policy and technology leaders to develop, deploy and operate network and communications solutions that integrate with local or regional systems providing student and staff information processing;

promote, design, develop and/or operate a system(s) to provide seamless interfaces for interoperation of student and staff information;

consult with student information system, human resources, and other system vendors and developers to assist these vendors and developers in understanding California's K-12 data requirements and in meeting the needs of local education agencies;

coordinate professional services for-systems analysis and design, development and testing, project management, client support and communications necessary to further development of operations;

maintain knowledge of and provide coordination and integration with relevant state and national initiatives, standards and other efforts aimed at improving data quality, sharing and management;

promote, plan for and support funding processes aimed at building and sustaining the capacities of California's local education agencies to gather, manage, use and report accurate data;

promote and support the interchange of information to further CSIS objectives at various local, state and national conferences or meetings;

provide support to the CSIS COO and FCMAT management in legislative hearings and preparatory meetings.

## **QUALIFICATIONS**

### **Knowledge of:**

General knowledge of district, county, and state information management systems and how local education agencies use data;

the structure of the California school system and its information practices and procedures is desirable;

and demonstrated understanding and interpretation of technical planning documents.

### **Ability to:**

Ability to oversee a large-scale information systems program;

work independently and administer diverse staff members and programs;

identify and manage technical consultants, resources and agency projects;

convert broad goals into specific achievable goals with associated time-lines;

communicate effectively in one-on-one discussions, group meetings, presentations and in written materials;

utilize effective interpersonal, group facilitation and technical skills;

develop consensus with diverse groups;

and exhibit a basic understanding of the K-12 and higher education infrastructure.

### **Experience:**

Proven and progressive management experience with the development and implementation of large projects having multi-agency, regional, state or national impact.

### **Education:**

Graduation from a four-year college or university required.

Master's degree preferred.

Conditions of employment:

This position is designated as one which may be required to file a Statement of Economic Interests (FPPC Form 700) pursuant to the Political Reform Act, California Government Code section 81000 and following. Refer to the Conflict of Interest Policy and Conflict of Interest Code for the Kern County Board of Education and Kern County Superintendent of Schools for further details.

Some positions may require proof of privately owned automobile insurance and possession of 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.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of one year.

CP: nl

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Formerly: CSISDeputyOperationsOfficer