CSIS INFORMATION SYSTEMS OFFICER
(California School Information Services)

DEFINITION

Under direction of the FCMAT/CSIS Chief Operations Officer, the CSIS Information Systems Officer participates as a member of the FCMAT/CSIS senior management team in CSIS strategic planning and tactical operations. Members of the FCMAT/CSIS senior management team interact on a recurring basis with management and staffs of external public agencies including local K-12 education agencies, postsecondary education agencies, the California Department of Education, the California Technology Agency and other relationships germane to the mission of the CSIS Program. The CSIS Information Systems Officer is responsible for all functions associated with FCMAT/CSIS information technology services. Responsibilities include staffing and directing all FCMAT/CSIS Information Systems units and employees; formulating and administering strategies to effectively design and/or select, implement and maintain the technical solutions for FCMAT/CSIS services, including but not limited to student records transfer services, Ed-Data services, and other FCMAT/CSIS services that provide value to California public education agencies; and providing oversight of the technical support and maintenance of the California Longitudinal Public Achievement Data System (CALPADS) in a manner consistent with agreements between the California Department of Education and FCMAT/CSIS.

EXAMPLES OF DUTIES

The CSIS Information Systems Officer is responsible for:

identifying technology and business process trends and issues, including the practical implications of new technologies and related technical capabilities to program goals and objectives;

leading, directing and supervising the daily operations of FCMAT/CSIS Information Systems, including the direct supervision of management staff and other employees as assigned;

recruiting and managing highly-qualified technical staff;

setting standards for performance and providing high-level technical oversight of and strategy for FCMAT/CSIS Information Systems usability design, development, databases, testing, network, data center, and technical support staff and contractors;

ensuring FCMAT/CSIS Information Systems staff deliver high-quality software development, testing, configuration and deployment, and internal network and desktop support services;

ensuring FCMAT/CSIS Information Systems procedure documents describe the actions and expectations of FCMAT/CSIS Information Systems services delivery, including defining the metrics and capturing data that will be used to inform continual service improvement;

leading the development and implementation of policies and procedures related to FCMAT/CSIS technology services and recommending these policies and procedures to the Chief Operations Officer and the Deputy Operations Officer;

ensuring that software developed and maintained by FCMAT/CSIS meets specified standards for data exchange with commercial software and district/county-developed systems;

leading, managing, designing and implementing or acquiring cost-effective current and emerging technologies (including hardware, software, network and telecommunications equipment and services) to achieve stated CSIS goals and objectives;

leading the development and implementation of performance and bid specifications for computer and communications equipment, software and services required to carry out the CSIS mission; approving all equipment and software purchases for FCMAT/CSIS;

supporting requirements, maintenance, operations, and liaison activities with the California Department of Education, other public education agencies, stakeholders, and other partners involved in FCMAT/CSIS services;

developing collaborative working relationships with other FCMAT/CSIS department managers and staff to ensure effective coordination of resources for the attainment of program goals and objectives;

in coordination with other FCMAT/CSIS department managers, establishing and maintaining effective relationships with providers of electronic computer application/systems such as student information systems (SIS), human resources (HR) systems, and enterprise resource planning (ERP), including working with appropriate personnel from both private commercial vendors and value-added partners, plus in-house resources of local education agencies acting as systems providers;

acting as liaison to local educational agencies, California Department of Education, and the CDE and CSIS Advisory Group, as well as other outside agencies and associations for CALPADS and FCMAT/CSIS Program Information Systems activities;

preparing and maintaining records, reports, and applications as required by the California Department of Education and other governmental agencies or FCMAT/CSIS partners;

serving as a cooperative and contributing member of the FCMAT/CSIS Program Office senior management team;

assisting the Chief Operations Officer and other program managers in strategic planning and tactical operations for the FCMAT/CSIS Program;

completing other duties as assigned.

QUALIFICATIONS
Knowledge of:
Demonstrated knowledge of network infrastructure, usability design, systems architecture, large relational databases, quality assurance, and software development life cycle methodologies;

demonstrated knowledge of information systems issues and concepts;

knowledge of both well-established and emerging technologies;

in-depth knowledge of local K-12 operations.

Ability to:
Understand large relational databases designed for both transaction processing and complex reporting;

proven ability to effectively work on concurrent tasks and with multiple entities;

proven ability to work with formal organizational structures as well as with flexible teams;

demonstrated ability to delegate and hold accountable those responsible for carrying out the policies and procedures related to FCMAT/CSIS services;

proven ability to communicate effectively in public, in conference and in written materials;

proven interpersonal, group facilitation, leadership and technical skills consistent with the goals and objectives of FCMAT/CSIS;

demonstrated ability to plan and organize the work of staff;

perform duties and responsibilities with a high degree of professional integrity.

Experience:
A minimum of seven (7) years in the technical field.

Experience in strategic planning and managing multiple ongoing systems and services, including complex infrastructure or software development projects with inter-related dependencies and shared human and machine resources.

Must have successfully implemented simultaneous multiple complex software development projects including hardware acquisition, systems integration, software development environment selection and user system specifications.

Experience with the data processing and reporting requirements of California K-12 schools and districts in the area of student information, finance and human resource management desirable.

Considerable experience in working with Student Information Systems is preferred.

Education:
Bachelor's degree required.

Master's degree in computer science or management information systems preferred.

Conditions of employment:
Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

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 is overtime exempt and has a probationary period of one year.

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