

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
APPROVED MAY 2012  
SALARY SCHEDULE: #89  
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT  
CODE: 2, 6, 8**

**CSIS REQUIREMENTS OFFICER  
(California School Information Services)**

**DEFINITION**

Under direction of the FCMAT/CSIS Chief Operations Officer, the CSIS Requirements 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 Requirements Officer is responsible for all functions associated with FCMAT/CSIS change and requirements management. Responsibilities include staffing and directing all FCMAT/CSIS Requirements employees, as well as formulating and administering change and requirements management strategies so as to effectively define and manage changes and requirements for the California Pupil Achievement Data System (CALPADS) and FCMAT/CSIS services including student records transfer.

**EXAMPLES OF DUTIES**

The CSIS Requirements Officer is responsible for:

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

implementing and managing CALPADS change management and requirements management in accordance with the California Department of Education's (CDE) processes and participating with CDE leadership in the refinement of those CDE processes as needed;

devising, implementing, and managing requirements methodologies and supporting change control structures for FCMAT/CSIS services to assist in achieving organizational goals;

establishing standards for change and requirements management communication and engagement with program stakeholders including public agencies, private entities engaged in education policy and/or service, private commercial vendors and value added partners to K-12 education;

setting standards for performance of the FCMAT/CSIS Requirements staff;

ensuring FCMAT/CSIS Requirements staff deliver high-quality change management and software requirements services, including but not limited to:

- 1) engaging and effectively communicating with all internal and external stakeholders during the change management and requirements management processes;
- 2) effectively and efficiently identifying, capturing and documenting requirements; and
- 3) analyzing requirements and developing specifications for functionality to be delivered;

ensuring FCMAT/CSIS change and requirements procedures documents describe the actions and expectations of FCMAT/CSIS Requirements service delivery, including defining the metrics and capturing the data that will be used to inform continual service improvement of change management and requirements 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 applications/systems such as student information systems (SIS), human resources (HR) systems, and enterprise resource planning (ERP) systems, 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 change management and requirements 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 systems architecture, large relational databases and software development life cycle methodologies;

demonstrated knowledge of computer-based systems issues and concepts;

knowledge of both well-established and emerging technologies;

in-depth knowledge of local K-12 operations and considerable experience in working with student information systems, and knowledge and experience with the CSIS Program as implemented both centrally and at the local education agency level is preferred.

### Ability to:

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

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

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

demonstrated ability to build and manage constructive relationships with all stakeholders, including staff, administrators, state and local leaders both as a leader and a group member;

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 recognize the applicability of both well established and emerging technologies to functional and procedural challenges;

demonstrated ability to plan and organize the work of staff;

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

Experience:

Minimum of seven (7) years of combined experience in any of functional and/or systems requirements, technical and/or client services fields, with at least three years management experience.

Experience in strategic planning;

Experience working with large relational databases designed for both transaction processing and complex reporting.

Experience working in California K-12 operations is preferred.

Education:

Bachelor's degree required.

Master's degree 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.

TS: gs

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