

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JANUARY 2026
RANGE 54.0
CLASSIFIED
CODE: 2**

**CSIS DATA GOVERNANCE SPECIALIST
(California School Information Services)**

DEFINITION

Under general supervision, the CSIS Data Governance Specialist is responsible for data management process improvement support for local educational agencies (LEAs) with a focus on accountability and best practices in data governance.

EXAMPLES OF DUTIES

Facilitate data management, technical and process readiness assessments, root cause analyses, and initiative development;

analyze and compile statewide information regarding local data practices and data management capacity;

build local capacity by assessing and building custom local data quality solutions;

assist educational agencies in defining local roles and responsibilities to support timely, high-quality data;

collaboratively develop sustainable strategies for educational agencies to improve timelines and accuracy of data;

assist LEAs in creating data catalogues, RACI matrixes, standard operating procedures, data sharing agreements, and other documentation that identifies systems, privacy/security, domains, data owners, steward roles, as well as data policies and procedures, audit and accountability metrics and tools;

guide and assist LEAs with data management implementation, process, and technical change;

develop resources for use by LEAs and provide professional development;

assist education data partners, postsecondary education segments, and education research agencies;

assist in the development, analysis, and implementation of data quality standards, processes, and templates in consultation with stakeholders such as state and local agencies and software vendors;

build relationships with educational partners and work as an advocate to strengthen educational data culture in a variety of settings, for example, as a presenter at conferences, in workshops, educational leadership meetings, and other venues;

coordinate and develop multi-media data management resources, course materials, and programs tailored to adult learners;

deliver training and professional development in specialized conferences and sessions;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

LEA systems for managing, storing, and reporting information on students, staff, programs, and operations;

platforms such as CALPADS, Aeries, SEIS, and other departmental applications;

data management practices and processes across leadership and operational levels, including definition and execution of processes for data sourcing, audits, and utilization;

project management best practices regarding stakeholder engagement and timeline development and adherence.

Ability to:

Engage in continuous learning and contribute to team efficiency and improvements;

conduct data, process, and technical analysis;

mentor LEA staff and perform effectively in group facilitation with technical skills consistent with CSIS Implementation Specialist functions;

coordinate multiple project areas and entities;

work independently with organization and flexible teams;

communicate effectively both orally and in writing;

build and manage successful relationships with all stakeholders.

Experience:

A minimum of two (2) years' experience in an educational setting that includes data management, project management, and staff operations.

Two (2) years' experience in TK-12 systems utilized at California educational agencies preferred.

Certified Data Management Professional (CDMP) preferred.

Education:

Graduation from an accredited four-year college or university.

Work experience resulting in an equivalent knowledge base may be substituted for the degree requirement on a year-to-year basis.

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 has a probationary period of six months or 130 days, whichever is longer.

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