



Santa Rosa City Schools

Classification Description

Job title:	District Data Compliance Analyst	Department:	MISTS
Reports to:	Director of Data & Assessment	FLSA Classification:	Non-Exempt
Board Approval:		Work year:	12 months
Revision(s):		Employee Unit	Supervisory (Range 136)

Definition:

Under the direction of the Director: Data, Testing, and Assessment, the role of the District Data Compliance Analyst is to:

- Coordinate the District's data submissions to CALPADS and associated programs and databases;
- Audit, certify, and publish student and staff information to CALPADS and other local, regional, State, and Federal agencies;
- Communicate, consult with, and provide technical assistance to schools and district administrators for required data submissions;
- Work on special projects as assigned, and other related duties.

Qualifications:

Education:

- BA or BS in the field of computer science, mathematics, or information management systems, and/or 3 - 5 years related work experience.

Experience:

- Three (3) or more years of extensive experience:
 - Working with student information systems such as Aeries and State and/or Federal data systems such as CALPADS providing application and support services;
 - Acting as a resource for problem identification and resolution concerning data issues.
 - Demonstrated ability to learn new software.
 - Demonstrated ability to work in a team-oriented, collaborative environment.
- Three (3) or more years of:
 - Responsibility managing and supporting a specific-purpose applications environment (such as Test Operations Management System (TOMS), California Longitudinal Pupil Achievement Data System (CALPADS), Aeries) in a school district
 - Working independently and coordinating multiple projects simultaneously;
 - Knowledge of educational practices as applied to data extraction, manipulation, analysis, and reporting, preferred.
- Three (3) or more years of experience working with formulas and queries in Google Sheets or equivalent
- Demonstrated ability to learn new software.
- Demonstrated ability to work in a team-oriented, collaborative environment.

License and/or other qualifications:

- Valid California Driver's License

Knowledge and Abilities:

Knowledge of:

- Google Docs / Microsoft Word (Three or more years of experience)
- Google Spreadsheets / Microsoft Excel (Three or more years of experience)

- Student information systems, such as Aeries (Three or more years experience)

Ability to:

- Exercise independent judgment and take action on it
- Effectively prioritize and execute tasks while working on multiple deadlines
- Conduct research into database issues, standards, and products, as required
- Present ideas in user-friendly language
- Apply proven analytical and problem-solving abilities

Essential Job Functions:

The job functions will be reviewed and updated periodically as duties and responsibilities change with business demands, technological improvements, and District requirements. Nothing in this list of job functions restricts management's right to assign or reassign duties and responsibilities for this job.

1. Represent the District as the coordinator for CALPADS and Office of Civil Rights Review (OCR Review); coordinating the review of data and data corrections, acting as the liaison between internal and external stakeholders to assure compliance with State, Federal, and other requirements in the reporting of data
2. Research, design, and implement procedures to audit, certify, and publish student and staff information to CALPADS and other local, regional, State, and Federal agencies.
3. Align District information systems' data collections with those of reporting agencies, including the California Department of Education, to ensure compliance with relevant data collection standards, processes, and requirements.
4. Maintain knowledge of relevant mandated reporting requirements; review and revise District policies and procedures to ensure District compliance with State, Federal, and other requirements; provide relevant mandated reporting training to staff to ensure accurate reporting for all assigned data collections.
5. Monitor relevant District information systems for changing and emerging data requirements as they relate to CALPADS and OCR.
6. Monitor, maintain, and update the district's data within CALPADS and associated programs and databases as required.
7. Provide technical assistance to schools and central office administrators regarding CALPADS requirements and reports.
8. Reconcile data between the Student Information System and CALPADS as required.
9. Collaborate with department staff to support and maintain the student information system (SIS), CALPADS, and other systems involved with state and federal reporting.
10. May prepare or revise complex documentation in non-technical terms for users.
11. Communicate regularly with the Director: Data, Testing, and Assessment and district administration regarding CALPADS and OCR timelines and requirements.
12. Provide secondary supports for the district student information system as needed.
13. Communicate effectively within the department and with school office staff to exchange information, and explain policy and procedures in a friendly and professional manner.
14. Become proficient in new software and be able to share that knowledge with others.

Marginal Job Functions:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to updating. Nothing in this list of job functions restricts management's right to assign or reassign duties and responsibilities for this job.

1. May perform other duties related to this job description.
2. Occasional overtime and weekend work required.

Work Environment:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input type="checkbox"/>	Personal vehicle to multiple sites
Working around equipment and machinery	<input type="checkbox"/>	<input type="checkbox"/>	
Walking on uneven ground	<input type="checkbox"/>	<input type="checkbox"/>	Stairs, ramps
Exposure to excessive noise	<input type="checkbox"/>	<input type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Working with bio-hazards	<input type="checkbox"/>	<input type="checkbox"/>	

Physical Demands:

Performance of the essential job functions involves typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting				X	
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)			X		
Squatting			X		
Climbing		X			
Kneeling		X			
Crawling		X			
Repetitive use of Hands?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non Dominant hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder			X		

Lifting

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

Carrying

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

Note:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.