

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED NOVEMBER 2003
RANGE: 60.0
TECHNICAL SPECIALIST/SERVICES SERIES
CLASSIFIED – OVERTIME EXEMPT
CODE: 2,6,8

CSIS CALIFORNIA DEPARTMENT OF EDUCATION LIAISON

DEFINITION

The CSIS California Department of Education Liaison, working under the direction of the CSIS Chief Operations Officer, will provide interactive guidance between the CSIS staff and the California Department of Education in the technical operations and effective project management of CSIS and the deployment of the State Reporting and Records Transfer System (SRRTS).

EXAMPLES OF DUTIES

Design, author and execute test plans;

review and/or develop unit and integrated data processing systems;

track and report configurations of development, testing and production computer system environments;

create and maintain test data sets;

track assignment of change requests and other formal documentation of pending and in process changes to system configuration and software code;

provide systems analysis for database needs;

design logical and physical data structures;

facilitate the development of the project management plan and schedule;

monitor implementation of the plan;

provide CSIS and CDE staff with timely and accurate reports on implementation status;

capture and maintain ongoing CSIS data requirements;

serve as cooperative and contributing member of the CSIS team and the CDE Education Data team;

plan and execute tasks supporting the operation and use of database and data warehouse structures and systems supporting CSIS staff, LEAs, and CDE;

assess vendor and LEA needs for information about requirements and provide information as needed;

develop strategies for the collection of specific data collections, and resolve data questions arising from the call center;

develop, maintain, and refine a process for establishing comparability testing of new data delivery systems;

develop strategies for LEAs to successfully complete comparability testing and certification.

QUALIFICATIONS

Knowledge of:

Demonstrated knowledge of California public school district student and staff data collection practices;

CDE state reporting requirements, and client support issues and concepts;

demonstrated in-depth knowledge of local K-12 operations relative to the CSIS program;

demonstrated knowledge of relational or multi-dimensional database tools is required;

demonstrated knowledge of project management best practices is required;

thorough knowledge of library tools to manage software code development and to conduct software testing and knowledge of graphical user interface (GUI) concepts and practices is required.

Ability to:

Perform demonstrated excellent written and verbal communication skills;

perform demonstrated skill in the use of Microsoft Office suite software, and web browsers is required;

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

must possess the ability to work with formal organizational structures as well as with flexible teams;

must demonstrate the ability to build and manage constructive inter-personal relationships with all stakeholders;

train users on both Web based and Microsoft applications is desired;

possess strong people skills are preferred.

Experience:

A minimum of two years experience in developing and implementing data policy, and managing the data requirements of complex technology projects are required.

A minimum of two years experience with CSIS data requirements, and a minimum of one year's experience functioning as a program liaison with the California Department of Education or another state agency are required.

A minimum of two years experience using the project management body of knowledge with technology projects is required.

Experience in Java, JavaScript, HTML, and Visual Basic is desired.

Education:

Requires graduation from an accredited four-year college or university with a major in business, communications, technology, or a related field.

Work experience resulting in an equivalent knowledge base may be substituted for the major requirement.

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

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

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