

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JANUARY 2004
RANGE: 58.5
TECHNICAL/SPECIALIST SERVICES SERIES
CLASSIFIED - OVERTIME EXEMPT
CODE: 2,6,8**

**CSIS DATA ANALYST
(California School Information Services)**

DEFINITION

The CSIS Data Analyst, working under the direction of senior CSIS Data Management, will carry out tasks necessary to capture and manage changing and emerging requirements for state reporting and records transfer.

Responsible for tracking, disseminating and implementing requirements from both internal and external sources.

EXAMPLES OF DUTIES

Assess state and local education agency (LEA) needs for information system requirements, and business processes;

assess vendor needs for information systems supporting the CSIS mission;

provide direction, training and support to LEAs;

communicate complex relationships;

provide internal and external requirements definitions;

serve as a cooperative and contributing member of the CSIS Program Office team;

complete other duties as assigned.

QUALIFICATIONS

Knowledge of:

Knowledge of excellent written and verbal communication skills;

possess in-depth knowledge of state educational and or local K-12 operations;

possess strong interpersonal skills.

Ability to:

Ability to multi-task among multiple complex tasks.

Demonstrated ability to interpret and communicate complex relationships.

Experience:

Minimum of three years experience in developing and documenting requirements;

Experience should include practice in one or more of the following: designing and/or evaluating complex systems, student information systems operations, data policy analysis, client support/training for student information systems.

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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