

SENIOR DIRECTOR, SYSTEM DATA ANALYTICS

DEFINITION

Directs, plans, oversees, and manages enterprise reporting for the District and is responsible for systems integration, business alignment, and application requirements analysis leading to effective release management for the District's information technology services.

TYPICAL DUTIES

Directs, plans, manages, and participates in the following functions:

- Directing and organizing the enterprise reporting and Oracle warehouse activities to ensure robust and complex business intelligence reporting and analytics integration with student performance data.
- Directing the instructional and business system analytics tools such as SAS Visual Analytics and overseeing the operational convergence of business data from current and legacy systems, human capital data, and student data to ensure business enabling objectives are met.
- Managing the development, design, and implementation of business intelligence, reporting analytics systems for the District.
- Managing the life cycle of data.
- Managing refinements, improvements, and enhancements to ensure the most efficient methods are employed.
- Coordinating and leading the division's approach to information and data governance; stimulating business intelligence in a matrix-reporting environment to support the achievement of the division and district goals.
- Participating in the development of the functional requirements, procedural guides, and facilitating policies of programs such as the Enterprise Reporting Strategy Program to ensure that the data provided is accurate and is in a usable format.
- Overseeing the process of extracting, transforming, and loading of data to ensure technical requirements are in place to allow efficient data access and data integration.

Performs and executes a variety of strategic duties, which include the following:

- Developing strategic business processes to obtain target results and directing technology projects to ensure alignment with District goals and objectives.
- Collaborating with stakeholders to understand their objectives and goals, vet analytics report results, and assess data to ensure business alignment.
- Leading, governing, and engaging the Steering Committee and Advisory Committee meetings between various departments, divisions, stakeholders, and the Information Technology teams to ensure alignment to strategic plans and overall goals.
- Reviewing and evaluating existing and prospective systems requirements, benefits, and impacts of information systems to ensure deliverables are necessary for divisions to meet business, performance, integration, and scalability requirements for each project.
- Meeting with vendors to identify technical or modified needs for systems.
- Developing training strategies to meet or achieve the technical needs and improve system performance.
- Collaborating with the Deputy Chief Information Officers to conceptualize, plan, and manage long-term support initiatives to each division to ensure continual achievement of the division's mission.

Making recommendations and directing research to the Deputy Chief Information Officer on data collection best practices and industry standards for providing enterprise report delivery.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Senior Director, System Data Analytics directs and oversees all of the business intelligence from various source systems.

A Deputy Chief Information Officer assists in the management of the Information Technology Division and acts as the Chief Information Officer as required.

A Senior Technical Project Manager directs major activities involved in planning, development, and implementation of a major software applications system and may supervise and coordinate efforts of Technical Project Managers.

SUPERVISION

The Senior Director, System Data Analytics receives general direction from the Chief Information Officer or a Deputy Chief Information Officer. General supervision is exercised over management and technical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Vendor management best practices
- Budgetary planning, management, and cost controls
- Enterprise reporting
- Forecasting and resource planning techniques
- Project management methodology
- Personnel practices and policies
- Risk management on large technical projects
- Principles of training, employee evaluation, and employee relations
- Cost benefit analysis, requirements gathering, testing and reporting
- Principles of public relations
- Organization transformation and change management
- Principles of organization, management, systems analysis, and supervision
- Change Leadership, communication strategy and stakeholder management
- Request for Proposal (RFP) processes
- Administrative organization of the District
- Data warehousing principles and systems

Ability to:

- Develop and execute organizational strategies
- Identify internal and external resources to maximize business efficiency
- Recognize future avenues of information service development and conceptualize appropriate plans and responses
- Articulate a positive relationship between ITD solutions to the instructional mission and vision of the District
- Evaluate policies, procedures, and problems and develop and implement, through subordinate managers, operating changes to achieve objectives
- Communicate clearly and effectively both orally and in writing
- Conduct meetings utilizing consensus building techniques, and make effective presentations

Effectively assess organization wide training needs
Work closely with technology business clients, customers, and partners to ensure business alignment and successful continual relationships.

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably with a bachelor's degree in business, communications, public relations, public policy, public administration, or a related field. A master's degree is preferred in any of the above referenced fields.

Experience:

Five years of management level experience managing a complex enterprise reporting program or comparable program using applications or interfaces such as SAS Data Management, SAP, or MiSiS while impacting a large organization with 10,000 or more employees. Four years of professional or management level experience in designing and implementing policy solutions and advising elected officials or senior executive staff. Experience may have been concurrent. Experience working in a large public school district is highly preferable.

SPECIAL NOTES

Employees in this class are subject to the reporting requirements of the District's Conflict of Interest Code.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

New Class
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HL/PJO