



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 22-2022/23  
DOCUMENT NO. 10-2022/23  
DATED 10/19/2022

**STUDENT DATA SYSTEMS AND PROCEDURES ANALYST**

**DEPARTMENT/SITE:** Continuous Improvement

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 40

**WORK CALENDAR:** 261 Days

**REPORTS TO:** Director of Continuous Improvement

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Director of Continuous Improvement, the Systems and Procedures Analyst performs complex technical and analytical work assisting the District in the development of standard operating procedures (SOP's) to ensure data integrity and accuracy that forms a foundation for data-driven management decisions District-wide; develops and delivers trainings to departmental and site staff in the application of the SOP's; creates and maintains a library of data quality rules and other assets for alerting and reporting data exceptions. The incumbents in this classification provide the school community with accurate, extensive, and reliable data about students and programs which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

This is the advanced level in the student information systems (SIS) and data analysis group of classes. The Systems and Procedures Analyst ensures that policies and procedures relating to data systems that integrate with SIS function together accurately and reliably. This class provides program leadership to support the interrelationship of the systems as well as the accuracy and reliability of individual systems (e.g., currently Aeries, Parent Square, and Salesforce, and Escape) and frequently writes queries for many of the current supporting reports.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.*

- Assists as assigned in compiling data for schools/departments for grant writing.
- Assists in determining methods for carrying out the broad overall policies (such as those from California Department of Education (CDE)) applicable to the department and provides lead expertise to school site staff to assist them in completing their work within compliance standards.
- Attends conferences and training events to keep up to date on trends and developments in assigned areas.
- Attends workshops, meetings, and other gatherings including online platforms related to assigned area.
- Conducts quality review audits to determine adherence to SOPs and policies.
- Confers with and advises the department head and other management personnel on general departmental administrative policies and procedures.
- Creates training materials related to the student information system that comply with District, State and Federal policies to ensure that staff correctly identify and enter student data accurately and efficiently.
- Develops and maintains a library of District SOPs for data entry and retrieval for student and other information systems (e.g., LCAP, CALPADS, CBEDS, discipline and attendance).
- Develops standard operating procedures and updates user manuals and guides to assist departments and

school sites to accurately use the knowledge-based gallery for data storage and retrieval processes.

- Develops, reviews, updates, and evaluates standard operating policies and procedures which include adherence to data entry protocols; discovers new requirements for additional standard operating procedures by creation and inspection of exception reports and data sources that include but are not limited to the student information system and closely related systems (currently Aeries, ParentSquare, Salesforce, or others that may be installed in future).
- Leads the deployment of system requirements and new District-wide programs as assigned (such as Parent Square) including understanding and learning the new application in order to assist other users.
- Leads the program of student data collection specifically required for CALPADS and similar systems for mandated reporting.
- May be assigned to compile and complete data for a variety of Federal and State reports.
- Operates and understands various computer software programs, tools and systems including SQL Server, SQL reporting services, Excel, Access and other District-standard software applications.
- Prepares technical documents/SOPs and reviews for data accuracy to ensure the integrity and credibility of the District reports and dashboards; coordinates the structuring, collection, and dissemination of data through computer-generated methods; composes correspondence and maintain records.
- Trains departmental and non-departmental personnel on specific issues related to assigned areas and in coordination with the Technology Trainer in Information Technology Support Services Department.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Computer hardware systems, software applications, and languages utilized by the District (currently including the apps bundled into Google Suites)
- Interpersonal skills using tact, patience and courtesy
- Basic statistics and analytical and problem-solving techniques
- Oral and written communication skills
- Principles and practices of management
- Applicable laws, codes, regulations, policies, and procedures
- District organization, operations, policies, objectives, and goals

### **Skills and Abilities to:**

- Update continually current knowledge of trends in the assigned field
- Operate computers and peripheral equipment properly and efficiently
- Establish and maintain effective and productive working relationships with a diverse range of people
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal
- Communicate, understand, and follow both oral and written directions effectively
- Interpret, comprehend, apply and explain rules, regulations, policies and procedures
- Analyze situations accurately and adopt an effective course of action
- Learn independently in self-teaching mode a variety of new or updated computer systems and/or software programs to apply to current work
- Work independently and effectively with minimum direction
- Prepare comprehensive narrative and statistical reports
- Write queries using SQL and other query languages to support ongoing and one-time report needs
- Plan and organize work to meet schedules and timelines
- Communicate effectively using patience and courtesy in a manner that reflects positively on the organization

- Actively participate in meeting District goals and outcomes

### **RESPONSIBILITY:**

Responsibilities include working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)*

### **EDUCATION REQUIRED:**

Bachelor's degree in Computer Information Systems, Business Administration, Organizational Management, Communications (with significant coursework in Computer Information Systems and Information Management) or closely related field.

### **EXPERIENCE REQUIRED:**

Four (4) years of increasingly responsible professional experience in the development of operational policies and procedures, analyzing operational needs, and/or recommending organizational improvements.

### **LICENSE(S) REQUIRED:**

- Valid, current California Driver's License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties, and tasks.

### **CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam A through District's provider

### **WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Use hands and fingers to grasp, hold, and manipulate objects
- Kneeling, bending at the waist, sitting, squatting, stretching and reaching overhead, above the shoulders and horizontally to retrieve and store equipment, files and supplies
- Hearing and speaking to exchange information in person or on the telephone
- Visual acuity to see/read documents and computer screen
- Occasional operation of a personal vehicle to travel within and outside the district for meetings, training sessions and assisting staff at school sites.