

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

MANAGER II, SYSTEMS INTEGRATION AND ANALYSIS

DEFINITION

Under direction of the Director II, Technical Services, the Manager II, Systems Integration and Analysis supports the educational programs of the District by serving as the lead liaison between District departments and Technology and Information Services (TIS) to ensure data and departmental integration across systems.

EXAMPLES OF DUTIES

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

1. Collaborate with multiple departments in order to understand and ensure cross functionality and troubleshoot systems as required.
2. Support and troubleshoot business systems, including in-house and 3rd party systems.
3. Perform application and database troubleshooting and tuning to resolve complex systems, data management, communication and interoperating problems.
4. Apply and understand analysis of functional requirements to develop proposals, specifications and recommendations for efficient, cost-effective applications, database management and technology solutions.
5. Analyze data and perform categorization, profiling and reporting for all levels of users.
6. Utilize database concepts, database warehousing, database schemes, data modeling, database design and development, development life cycle.
7. Verify accuracy of data being used for federal, state, county and district reports.
8. Develop and deliver usage metrics analysis and reports to illustrate system, transactions and data usage by site and correlate said metrics to priorities for data related initiatives.
9. Investigate, understand, describe and document data contents in transaction systems.
10. Analyze root causes of data integrity/quality problems and threats and other related issues.
11. Understand data privacy and security standards and work with district staff to ensure system and data integrity.
12. Serve as a technical resource on the subject of data involved in other development, enhancement and maintenance efforts.
13. Collaborate with representatives from a variety of departments and school sites to gather data, facts, and information concerning requests for, and uses of, enterprise data and systems integration.
14. Participates in customer interviews and analyzes business rules and process requirements; identifies and analyzes complex, ambiguous and/or conflicting development issues; develops and refines business process.
15. Anticipates impacts on other business processes and data sets when changes and modifications are made to district systems; recommends work process and/or operating changes to complement system functionalities; advises customers on desirable functionalities to meet foreseeable system needs.
16. Promotes effective sharing and utilization of common data across applications, multiple platforms and departments, which includes planning and execution of data migration processes.

EXAMPLES OF DUTIES (Continued)

17. Train, evaluate, supervise and counsel members of staff to improve employee performance ensuring staff adhere to District, state and federal professional standards.
18. Prepare and maintain a variety of reports, records and files related to assigned activities and personnel.
19. Participate in personnel management systems, including the recruitment, selection, retention and separation of personnel.
20. Attend professional learning and conference opportunities regarding District business and other topics relevant to this position, and other professional meetings.

QUALIFICATIONS

Knowledge of: Applicable sections of State Education Code and other applicable laws and collective bargaining agreements; practices and procedures of efficient organization and supervision; practices, procedures, techniques, and strategies for determining operational effectiveness; principles and practices of supervision and training; result and performance evaluation techniques pertaining to program and personnel performance effectiveness; human relations, conflict resolution strategies and team building principles and techniques; effective oral and written communication skills; enterprise-level Enterprise Resource Planning (ERP) systems or public school district business systems; integration and interdependencies of data shared between various modules, sub-systems and system interfaces; SQL Server, MS Access, ASP.net, ETL, other databases and the Microsoft Office suite; principles and methods of systems analysis; database management systems and software; database development and administration tools; techniques of project management.

Ability to: Manage and coordinate the functions and activities for systems integration and analysis; demonstrate effective, organizational, and administrative leadership; read, interpret, apply, and explain rules, regulations, policies, and procedures; supervise, evaluate and discipline subordinates; establish and maintain professional relationships with pupils, parents, community members, colleagues and staff; analyze and evaluate data for specific use; demonstrate organizational, time management, analytical and problem solving skills; communicate effectively both orally and in writing using tact and diplomacy; train and instruct others in performance of their duties; understand and carry out oral and written instructions; use interpersonal skills with tact, patience and courtesy; maintain confidentiality; prioritize workload and conflicting demands; compile data to prepare complex reports; establish and maintain records; comply with the District's customer service standards, as outlined in Board Policy.

Education: Bachelor's degree from an accredited college or university in a related field.

Experience: Five years of professional, increasingly responsible experience in business systems integration and project management including two years of supervisory experience. Experience in public sector or educational environment preferred. Experience may be substituted for equivalent years of education.

Certification: Project Management, SQL, Systems Integration and/or Data Analysis certification preferred.