

## SENIOR DIRECTOR, SYSTEM DATA ANALYTICS

### DEFINITION

Directs, leads and plans, enterprise reporting for the District and defines, prioritizes, and manages strategic and operational work that leverages data analytics, dashboards, and in-depth reports to support data-driven decision making at schools and offices.

### TYPICAL DUTIES

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

Directing and organizing enterprise reporting solutions and activities to ensure robust and complex business intelligence reporting and analytics integration with student performance and business data.

Directing instructional and business system analytics tools and overseeing the operational convergence of business data from current and legacy systems, business 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 refinements, improvements, and enhancements to ensure the most efficient methods are employed.

Leading and or supervising 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 data integration to ensure technical requirements are in place to allow efficient data access and integration.

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

Directing technology projects to ensure alignment with the District's strategic plan.

Collaborating with stakeholders to understand their objectives and goals, to provide reporting and analytic solutions to meet business requirements.

Leading, governing, and engaging governance committee meetings between various departments, divisions, and stakeholders, 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 solutions meet business, performance, integration, and scalability requirements.

Building and maintaining strategic relationships with vendors to provide data analytic solutions.

Assessing training needs for staff to stay abreast of current technology trends and to promote data literacy.

Collaborating with the with ITD leadership to conceptualize, plan, and manage strategic initiatives to ensure continual achievement of the division's mission.

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.

The Senior Administrator, Enterprise Application is responsible for the all enterprise applications and other essential student and business applications and advises the Chief Information Officer on the technical strategy pertaining to these systems and services for the division.

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 Senior Administrator. General supervision is exercised over management and technical personnel.

## CLASS QUALIFICATIONS

### Knowledge of:

- Enterprise reporting and analytics principles, methodology, techniques, and best practices
- Latest technologies in data analytics, dashboards, artificial intelligence, machine learning
- Team building and development
- 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

### Ability to:

- Stay abreast of current trends and technical advancements
- Analyze and understand business processes and determine technology solutions to increase efficiencies
- Ability to manage, motivate and set clear goals for high performing teams
- Manage multiple priorities across a mix of ad hoc and operational projects in a cross-functional environment
- Develop and execute team 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  
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 computer science, data science, business analytics, mathematics, statistics, management information systems(MIS), or computer information systems (CIS), 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 Enterprise Resource Planning, a complex enterprise reporting and analytics program, or student information systems 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 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.

A valid driver's license to legally operate a motor vehicle in the state of California and the use of a motor vehicle.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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JAP