

**(DRAFT) RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
DATA INTEGRITY SPECIALIST JOB DESCRIPTION**

BASIC FUNCTION: Under the supervision of the of Vice Chancellor of Educational Services, responsible for coordinating the development of efficient standard operating procedures that produce accurate, timely, and readily accessible the development and maintenance of a data repository and provides leadership and technical expertise to ensure that the District's data is accurate and complete.

REPRESENTATIVE DUTIES:

1. Leads District efforts to ensure that institutional data is accurate and complete.
2. Coordinates and facilitates operational groups working to improve core operations for the District.
3. Oversees and coordinates the MIS and CCFS-320 reporting processes.
4. Provides technical assistance and facilitates the development and documentation of standard operation procedures.
5. Leads efforts to document, integrate, and improve District processes and workflow.
6. Provides Institutional Data as needed for Program Review process.
7. Develops and maintains a data repository for research, assessment, and evaluation purposes.
8. Develops programming code to extract data as needed from the production database.
9. Develops data policies, procedures, and standards for the data repository.
10. Develops and implements quality assurance procedures for the District's MIS data, CCFS-320 report data, and the data repository.
11. Trains decision support personnel in the appropriate use of the data repository.
12. Provides technical support to decision support staff on data extraction.
13. Provides information and reporting to support planning and decision-making.
14. Assists colleges with enrollment management activities.
15. Maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position, through continued study and participation in professional organizations.
16. Provides data for Title V projects at each campus.

17. Performs other related responsibilities as may be assigned.

EDUCATION: Bachelor's degree in information systems or a related discipline is required. Master's degree is preferred. Degrees must be from an accredited institution.

EXPERIENCE: Candidate should have directly related experience in system analysis, decision support, enrollment management, and possess technical expertise in evaluating, selecting and using various decision support tools including, but not limited to, Microsoft Access, Web Based Reporting, Safari, SAS, SPSS, Crystal Reports, and Brio. One year of formal training, internship, or leadership experience reasonably related to the assignment is required.

KNOWLEDGE OF: California State MIS reporting and CCFS-310 requirements is preferable; Colleague administrative information systems, workflows and database structure is preferable; current research methods, including data analysis and trend analysis; designing, normalizing, and exporting databases; and quality assurance techniques.

ABILITY TO: develop and implement testing procedures to ensure and validate the accuracy of data; prepare oral and written reports and present the results of these reports to various decision-making groups within the District; create, maintain, and distribute documentation; train staff on use of decision support tools; hire, supervise, and evaluate staff; manage assigned budget.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.