



Job Classification Standard

Director 2 (D2) – Data Analytics/Business Intelligence

Job Code Information

Union Code:	N/A
FLSA Status:	Exempt
Job Family:	Information Technology
Sal Admin Plan/Grade:	Management – Range 31
Approval Date:	November 28, 2023
Revision Date:	

Additional Information

Probationary Period:	6 months
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Description of Level

This is the fourth level in the Data Analysis/Business Intelligence management series. Provides strategic leadership and direction to a complex campus/division with multiple diverse functions or enterprise-wide systems and services. Participates in setting and oversees execution of short to mid-term strategies and operational achievement of goals for multiple segments of the organization. Oversees a department that requires in-depth understanding of two or more subject areas or oversees a highly specialized/technical area.

Independence and Judgment

Acts with significant discretion and latitude balancing several competing priorities and risks. Work is focused on and regulated by specific goals and milestones. Seeks assistance only when highly difficult troubles arise or when confronted with problems of considerable material or political consequence.

Complexity

Develops innovative solutions for complex, difficult and/or multi-faceted complex problems that may have precedent-setting implications for the organization.

Description of Specialty

This description does not include all possible responsibilities in this work and does not limit the assignment of related responsibilities to any position of this specialty.

Conducts data analysis, interprets data, analyzes results, and communicates results or recommendations. Collects, aggregates, analyzes, interprets, and summarizes data from multiple sources to drive insights into business performance. Evaluates data requirements and develops analytical and reporting tools to address user needs. Develops, deploys, and maintains reports and dashboards, which may include query tools, data visualization, and interactive dashboards. Communicates findings and data insights to stakeholders and provides recommendations for optimizing performance. Identifies and defines operational improvements based on analysis. Ensures



overall compliance and data integrity by conducting audits and analyses. Trains users on reporting tools.

Supervision (Exempt)

Employees in this classification have the authority to perform or to effectively recommend the following actions: hire, transfer, suspend, promote, discharge, assign work, reward, discipline, and direct the work of other employees.

Minimum Qualifications & Desirable Qualifications

MINIMUM QUALIFICATIONS

Advanced degree and at least 7 years of experience at progressively higher levels of responsibility or equivalent combination of education and experience.

Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.

DESIRABLE QUALIFICATIONS

Prior experience in approaching work and interactions with colleagues and/or students in an equity minded manner. Ability to provide an inclusive and welcoming work/educational environment.

Knowledge, Skills, and Abilities

- Knowledge and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff.
- Knowledge of current and emerging technologies, trends, and best practices in IT.
- Knowledge of disaster recovery and business continuity planning.
- Knowledge of IT governance, compliance, and regulatory requirements.
- Knowledge of District organization, policies, procedures, goals and objectives of assigned department.
- Knowledge of federal, state, and other applicable laws or regulations pertaining to program of assignment.
- Ability to adapt to changing technologies and environments; strong organizational and time management skills.
- Ability to analyze situations accurately and adopt an effective course of action; analytical and problem-solving skills.
- Ability to collaborate and work effectively with colleagues and stakeholders from diverse backgrounds.
- Ability to communicate efficiently, including technical information to non-technical stakeholders.