

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Data Quality Analyst, Systems Applications	Range: 52	Classified Schedule
Date Revised:		Date Approved:	April 26, 2007

PRIMARY PURPOSE

This position is responsible for ensuring the quality and integrity of data in the enterprise database and external data repositories, and for submitting of required data reports to state, federal and other agencies.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Reviews and verifies the referential and historical integrity of data in both the enterprise database and external data repositories (e.g., state MIS data mart); verifies that the proper fields are being updated in the database, that the appropriate records are being updated, and that suspended records are resolved in a timely manner; ensures that operations such as duplicate ID removal and inactivation of invalid addresses occur on a regular basis.
2.	Administers and performs data reporting to state, federal and other agencies; ensures that processes and documentation for reporting and transmitting data are complete, accurate and current; ensure the submission of data in a timely and secure manner.
3.	Provide quality assurance oversight of data flows and stores; regularly review the quality of automated data loads into the database including, but not limited to, the load of admissions applications, financial aid applications, and test scores.
4.	Recommends, designs, implements, and monitors quality procedures used in the collection and storage of data; identifies, assesses, documents, and communicates potential quality issues related to data collection, storage, processing, and use; meets with users to resolve data quality problems.
5.	Provides data quality advisory services to the District and campuses; resolves data quality problems; provides training to end users.
6.	Leads teams directly responsible for data quality and integrity and participates in cross-functional work teams as assigned to ensure that data quality issues are addressed; recommends enhancements to systems and processes.
7.	Maintains data quality documentation; defines and maintains data standards, data definitions, and data entry forms, checklists, manuals and guidelines.
8.	Ensures the security of data; monitors data transmission and storage repositories to prevent unauthorized access.
9.	Learns and applies emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner.
10.	Participate in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; active assistance in the creation of a welcoming and inclusive work and educational environment; attend and participate in diversity, equity and inclusion trainings and events.
11.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Data Quality Analyst, Systems Applications maintains frequent contact with the system office of the California Community Colleges, federal agencies, various District departments and personnel, as well as Information Services management and staff, contract programmers, and vendors.

EDUCATION AND EXPERIENCE

Minimum Qualifications

Bachelor's Degree and a minimum of three (3) years of experience with SQL, databases, data reporting and analytical tools, or an Associate Degree and a minimum of five (5) years of experience with SQL, databases, data reporting and analytical tools.

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

Related experience in an educational environment.

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 of District organization, operations, policies and objectives

Knowledge of intermediate Structured Query Language (SQL)

Knowledge of Microsoft Office applications (Access, Excel, Word, PowerPoint)

Knowledge of information technology, networking, and security standards

Knowledge of system and environmental integration techniques

Ability to learn new software tools, operating systems, network applications, etc.

Ability to quickly learn and apply emerging technologies

Ability to analyze data, understand patterns and recognize anomalies

Ability to analyze situations accurately and adopt an effective course of action

Ability to maintain accurate records and prepare reports

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to work independently in a team environment

Ability to understand and follow oral and written directions

Ability to communicate efficiently both orally and in writing

Ability to supervise, train and provide work direction to others

Ability to establish and maintain effective working relationships with a wide variety of people possessing a broad array of skills

Ability to solve problems

Strong conceptual, analytical and decision-making skills

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SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

Information technology office environment; subject to sitting for long periods at a time (up to 2-3 hours); subject to repetitive use of upper extremities including hand coordination activities.
