



DEPARTMENT TECHNOLOGY DATA ANALYST I, II

BASIC FUNCTION

Under general supervision, perform a variety of technical duties related to the creation, compilation, manipulation and dissemination of data including data input, validation and analysis in a variety of departmental and district uses; provide general support for assigned department technology solutions including Enterprise Resource Planning (ERP) business management software and applications.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Input a variety of data into and maintain records in Enterprise Resource Planning (ERP) modules and other technology systems unique to a particular department or division, primarily creating new or updating existing records; lead or assist in the analysis and processing of data transactions, compile and validate data for dissemination and prepare and maintain a variety of reports, records, logs and similar items; establish and maintain related filing systems. “E”
- Assure the integrity and accuracy of system data, conduct regularly scheduled reviews and audits of information input into the department ERP modules and run reports to validate and/or reconcile data; develop tables, perform batch data updates, export, import, clean-up, adjust and correct data and research errors or discrepancies within the system as appropriate to ensure system and information accuracy; inform originators of discrepancies and of the need to correct or redo submittals as necessary. “E”
- Work with department staff, other district employees and administrators to provide on-going, scheduled reports as well as respond to ad-hoc data requests; identify, create, run and analyze appropriate reports and develop queries and visualizations on an ad-hoc and annual basis to address departmental and district information needs and requirements. “E”
- Participate in and develop structures and systems to generate data and reports which meet the information management needs of the department and goals of the district; review requests for information, track types of information requested and set standardized methods to deploy information; proactively analyze systems and create database tables and system configurations to enable the extraction and manipulation of data in user-friendly formats. “E”
- Troubleshoot problems and issues of concern with overall system functionality and data output; participate in the maintenance, review, testing and implementation of system upgrades and/or updates, including inactivating data records and writing and following test scripts. “E”
- Participate in cross-functional teams within and beyond the department to assure smooth integration of data and information throughout department systems. “E”
- Assist and participate in developing user training guides, documents and formal training on applicable areas of the department ERP modules and other department specific solutions, such as software operation and usage; provide technical assistance, training and information to district staff, including end users with varying levels of technology literacy, regarding department software and system use. “E”
- Assist in the development, review, implementation and revision of policies, procedures and business processes related to department technology systems. “E”
- Process and audit to ensure appropriate user level access and system parameters, in accordance with department and district policies. “E”

- Demonstrate a commitment to the Portland Public Schools Equity Initiative by developing a thorough knowledge and application of the district Racial Educational Equity Policy and other board policies; participate in staff development, in-services and trainings related to diversity, equity and inclusion in the workplace and in K – 12 education; model appropriate behaviors; develop, recommend and implement improvements to human resources recruitment and staffing practices with awareness and understanding of their impact in a racially and culturally diverse community. “*E*”
- Keep current of changes and trends in designated ERP or other related information systems technologies, as well as related state federal and district rule policies and regulations; attend in-services, conferences and workshops to enhance technology expertise and review new technologies. “*E*”
- Perform other duties as assigned.

Note: At the end of some of the duty statements there is an italicized “E”, which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

The Department Technology Data Analyst classification series is responsible for the creation, compilation, analysis and dissemination of data and for using and providing technical support related to the use of a department's technology, systems and software. This series has technical knowledge and understanding of department specific technologies and of applicable federal, state, local and district laws, rules, regulations and policies to assure compliance regarding assigned functions. The levels are differentiated by the scope of work performed, the levels of complexity in data analysis, correcting problems and overall usage of departmental technology system and software, leadership over processes and input into cross-functional teams.

This series differs from school-based technology staff, the centralized IT technologies’ and the SPP Data Analyst series by its focus on unique, department-specific knowledge and technology needs, using the District’s Oracle™ ERP system and software programs and the seamless integration of all other department-specific software with the District’s ERP systems.

The Department Technology Data Analyst I classification is the primary level classification in the series. Employees in this classification are responsible for all aspects of information collection and data entry and perform preliminary interpretative analysis of data, such as determining relevant or missing data, running predefined queries, identifying inconsistencies or errors and checking for data validity and accuracy; understand and apply policies and procedures, research and resolve discrepancies or identified inaccuracies and recommend and implement systems and processes to assure accuracy and integrity of information for and across multiple disciplines within the department systems and software. Employees also participate in defining processes and procedures, supporting users and in the testing and implementation aspects of system upgrades and enhancements

The Department Technology Data Analyst II classification is the professional level of the classification series. Employees in this classification assume the more complex activities involved in data management and are responsible for data integrity and reporting such as auditing and testing systems’ modules and data, annual maintenance, creating and analyzing reports and queries and manipulating data. Employees use system interfaces to create and run queries in SQL or other related coding languages, combine and manipulate data from multiple, diverse sources and use data visualizations to interpret the data and troubleshoot system interface module functionality. Employees are required to have a general understanding of the rules, regulations and laws related to the specific business area and a technical background that includes knowledge and understanding of enterprise planning systems or of a variety of database or other data organization systems. At this level, employees may plan, develop and present formal documentation and hands-on training to develop and enhance the expertise of entry level staff and other system users.

EMPLOYMENT STANDARDS

Knowledge of:

Enterprise Resource Planning (ERP) management software and applications such as PeopleSoft, SAP or similar.

Concepts, best practices, terminology and district policies related to the department's business objectives.

Applicable local, state and federal laws, codes, rules and regulations.
Report preparation and presentation methods and techniques.
Database and computer programming concepts including database tables, relations, data types and values.
Basic programming language concepts for querying or managing data in relational database management systems.
Microsoft Office Suite or similar presentation, word processing, database and spreadsheet software.
Record keeping techniques.
Effective customer service techniques.
Oral and written communication skills.

Ability to:

Use a variety of technologies and software programs, such as Microsoft Office Suite, PeopleSoft, district payroll systems and other software programs.
Develop tables, databases, queries and spreadsheets.
Accurately generate, validate and report on data; extract data from multiple sources, combine and manipulate data as needed.
Run moderately complex queries using basic SQL or other similar programming language or interface.
Use techniques and methodologies to analyze, manipulate and present data.
Advocate, model, learn and implement Portland Public School's Racial Equity Initiative and other board policies.
Assure efficient and timely delivery of program services, projects and activities.
Maintain confidentiality and demonstrate discretion, initiative and good judgment.
Participate in, develop and provide user training; communicate technical research, data concepts and procedures to a variety of audiences.
Establish and maintain cooperative and effective working relationships with others; demonstrate a strong customer service orientation.
Learn, interpret and apply district, department and industry specific, procedures, functions and processes including collective bargaining agreements.
Read, understand, interpret, apply, implement and communicate a variety of complex industry specific district, state and federal laws, guidelines, initiatives and policies.
Maintain current knowledge of software or system upgrades, usage, and data manipulation techniques.
Stay current on industry specific laws, practices trends and information.

Education, Training and Experience:

The Department Technology Data Analyst I qualifications are typically obtained through any combination of education, training and experience equivalent to: (A) high school graduation supplemented by college-level coursework in Information Technology and/or the specific department/discipline area of specialization and (B) a minimum of one (1) year of experience utilizing ERP system modules, spreadsheets and databases. Additionally, this classification requires basic coding skills needed for using SQL or other coding language interfaces to create a variety of department and district mandated reports.

The Department Technology Data Analyst II qualifications are typically obtained through any combination of education, training and experience equivalent to: (A) completion of an Associate's degree in Information Technology and (B) a minimum of two (2) years of experience working in the assigned department/discipline's area of specialization technology systems, ERP systems and related software and applications, validating data, using databases, manipulating spreadsheets, running and creating queries in SQL system interface and similar activities or one (1) year of experience as a Department Technology Data Analyst I with Portland Public Schools. Additionally, this classification requires intermediate coding skills needed for using SQL or other coding language interfaces to create a variety of department and district mandated reports.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: DTDA I – Non-Exempt; DTDA II - Exempt

Approval Date: December 6, 2016

Bargaining Unit: N/A

Salary Grade: DTDA I – 15; DTDA II -23

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.

Board of Education Policy 1.80.020-P