

**JOB DESCRIPTION**

**Job Title:** Compliance Data Specialist (9934)

**Job Summary:**

Under the direction of the SELPA Compliance Officer, this position will collect, analyze and present data from a variety of sources: design and conduct assessments and evaluation activities to audit and verify COE, LEA and SELPA student data information; provide information based on research, data, and analysis; accurately interpret data findings; facilitate and make informed recommendations to improve the delivery of services and the understanding of outcomes; provide technical assistance to all 43 districts and organizations related to queries within data management systems, including but not limited to CALPADS, SEIS, Aeries and designated student/client information systems.

**Essential Duties:**

- Collect, prepare, analyze, and certify student data within student information systems including CALPADS, SEIS and Aeries for TCOE, LEA, SELPA and over 40 member districts. Deliver timely support and recommendations to improve programs and support compliance with state and federal requirements;
- Collect, maintain, organize, format, analyze, interpret student data to ensure student data accuracy to improve compliance and generate reports for COE, SELPA and individual member districts;
- Communicate and support county office and district personnel, outside agencies and others to request data, exchange information and resolve issues or concerns related to student information systems and accurate compliance data;
- Conceptualize the needs and requirements of any data visualizations and develop mockups to ensure functional requirements are met before developing;
- Conduct data collection, organization, compilation and analyses; interpret and communicate results; disseminate information and respond to inquiries in a timely manner;
- Ensure the accuracy, privacy and reliability of data provided in visualizations including charts, tables and graphs;
- Establish and maintain collaborative relationships with outside agencies;
- Establish and monitor projects including regular audits, inquiries and searches for compliance and required timelines;
- Import and export data within and between internal and external software systems, including data to and from multiple student information systems, agencies, assessments and vendors;
- Input and update a wide variety of data into an assigned computer system; establish and maintain various automated records and files; initiate queries and develop spreadsheets; generate and disseminate a variety of mandated and requested computerized reports; ensure accuracy of input and output data; process and generate a variety of purchasing forms and documents as assigned;
- Integrate data from multiple sources and file formats to develop, design and prepare assessment, accountability, achievement, attendance and demographic reports using modern data visualization tools and techniques;
- Perform a variety of technical services involving analysis, auditing, project management, and development and maintenance of complex databases related to evaluation, research and assessment;
- Prioritize and sequence data collection/visualization projects according to need and value;
- Provide process and product evaluation information to assess program compliance with State and federal guidelines, the degree of implementation of plans, and the programs impact on students/clients;
- Remain current with research and evaluation trends by attending conferences, reading journals/papers, joining professional associations, taking courses and attending workshops;
- Respond to inquiries and make recommendations based on data analysis;
- Train and support system users (COE, LEA and SELPA) concerning computer system applications, operations and functions as assigned; receive and respond to user telephone calls and emails; provide information concerning related standards, requirements and procedures;
- Utilize computers and peripheral equipment to perform a variety of technical data management functions involved in the maintenance of assigned county office databases and development of various computerized records and reports;
- Develop comprehensive, objective reports and presentations of information to a wide range of audiences.
- Attend, participate and facilitate a variety of assigned meetings, committees, conferences, in-services and/or special events;
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent;
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy;
- Maintain a safe work environment;
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications;

- Serve as a data liaison between Tulare County Office of Education/Tulare County SELPA and our member districts concerning student and staff data relevant to the assigned area;
- Serve as a technical resource concerning CALPADS, SEIS and student information systems as assigned.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area;
- Performs other related duties as assigned;

**Environment/Physical Demands:** Drive a vehicle to conduct work, using own transportation; office and/or school facility environment; regular interruptions; small and large group meetings; bending at the waist; kneeling or crouching; climb and balance; eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print; hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns; manual dexterity and coordination sufficient to operate office and/or classroom equipment; sitting, standing, and/or walking for extended periods of time; use of hands to handle and/or feel; reach with hands and arms; must frequently lift, pull or carry up to ten (10) pounds; occasionally lift and/or move up to twenty-five (25) pounds.

**Skills to:**

- communicate effectively, verbally, and in written form;
- ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- drive a vehicle to conduct work using own transportation.
- analyze problems, identify solutions, project consequences of proposed actions, and implement recommendations;
- facilitate and execute group activities;
- collect accurate data to assemble and deliver required reports;
- operate office machines such as computer equipment, and job specific software;

**Knowledge of:**

- complex analytical and problem-solving abilities.
- basic statistical concepts such as mean, median and mode used in research data analysis.
- computer software applications relevant to educational assessment such as database and data management.
- data governance concepts.
- data processing and statistical software such as SQL
- special education codes, procedures, and terminology
- methodology used in educational research and of the statistical components of evaluation design.
- presentation methods.
- project management, analysis, monitoring, and evaluation procedures.
- project management concepts, terminology, and tools.
- proper English usage, grammar, spelling, punctuation, and vocabulary in all forms of communication.
- state Education Code, local, state, and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.

**Ability to:**

- build and maintain analytics systems that are efficient, reliable, maintainable, and testable using various programming.
- conduct statistical procedures to gather, analyze and interpret data.
- provide consultation and support to over 40 districts', COE and SELPA personnel on data analysis.
- communicate the results of evaluation studies to audiences with varying levels of expertise.
- complete assignments successfully with minimum direction and/or supervision.
- design and conduct evaluation studies.
- effectively use data processing/analysis and visualization technologies such as SQL, Tableau, and Power Bi.
- translate complex data and analysis results into clear, engaging and actionable reports or presentations.
- analyze and evaluate situations accurately and adopt an effective course of action.
- drive a vehicle to conduct work.
- interpret, apply, and explain rules, regulations, policies and procedures.
- maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- work confidentially and with discretion.
- work independently with little direction.

**Experience Required:**

- Minimum of 5 years of increasingly responsible experience in data collection, analysis, programming and design of systems and applications.
- At least one year of experience in student information and Special Education data systems: such as CALPADS, SEIS, Aeries, School Pathways

**Education Required:**

- Bachelor's degree in education or related field;
- Master's Degree preferred;

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance;
- Department of Justice and FBI Fingerprint Response upon hire;

**FLSA Status:** *Exempt*

**October 2023**

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office.

This organization is a Drug and Tobacco - Free Workplace

This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.