EDUCATION INFORMATION PROCESS ANALYST
GRADE L

SCOPE OF WORK:

Work involves activities associated with facilitating the reengineering of data collection, reporting, and dissemination processes to enable efficient collection and sharing of information within and among federal, state, and local education agencies. Additionally, work involves managing teacher and employee compensation and program data collection and reporting. The position assigned this classification is located within the Department of Public Instruction.

DUTIES PERFORMED:

- Interpret and apply state and federal laws regarding statewide education data collection, reporting, and dissemination.
- Study internal and external data collection and business practices; develop strategies to implement streamlined processes; recommend to unit and Department management more efficient agency data collection and business processes.
- Organize and facilitate teams within and among divisions to analyze, plan, and revise business processes.
- Collaborate with representatives of other state and federal agencies in the reengineering of data collection, reporting, and dissemination.
- Manage state and federal initiatives to implement streamlined electronic data collection and reporting practices within state and local education agencies.
- Prepare requests for proposal and manage the contractor selection process, including development of contractor selection criteria; monitor contracts; maintain status of projects.
- Serve as agency liaison and representative to various agencies, committees, and other organizations.
- Coordinate with information technology and research professionals, Department management, division managers and employees, contractors, and vendors on applications to assure maximum efficiency.
- Perform project management duties such as develop work plans and timelines and monitor progress of projects.
- Manage teacher and employee compensation data collection, analysis, and reporting; authorize payment of school district reimbursements.
- Collaborate with state and local staff in the planning of specialized data collection and conversion practices and implementation of paperless data collection.
- Develop and issue guidelines and procedures and provide technical assistance and direction in the collection, analysis, and dissemination of program services statistical data.
- Respond to requests for and present information to state officials, school administrators and teachers, department staff, and the public.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in business or public administration, management information systems, education, or a closely related field, and five years of current and progressively responsible work experience involving research, planning, coordination, and project management. A master's degree in a closely related field may substitute for up to two years of the work experience requirement.

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