



Job Classification Standard

Director 3 (D3) – Data Analytics/Business Intelligence

Job Code Information

Union Code:	N/A
FLSA Status:	Exempt
Job Family:	Information Technology
Sal Admin Plan/Grade:	Management – Range 34
Approval Date:	November 28, 2023
Revision Date:	

Additional Information

Probationary Period:	6 months
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Description of Level

This is the fifth level in the Data Analytics/Business Intelligence management series. Provides strategic leadership and direction to a highly complex campus or enterprise-wide mission-critical function(s). Identifies broad objectives, directs significant programs, and functions with a very high degree of autonomy. Typically leads the work of a functional area through oversight of multiple teams or subordinate managers.

Independence and Judgment

Sets direction for achieving organizational strategic goals. Incumbents act with substantial discretion, balancing several goals at once with the idea to minimize costs/risks and maximize benefits/returns.

Complexity

Addresses the question of how to move the organization forward to accomplishing its goal and living out its mission. Develops innovative solutions for difficult, complex, and systemic problems that may have precedent-setting implications for the organization. Usually is called upon to respond to new situations and circumstances that require special attention. Invention/breakthroughs occur in the course of solving specific problems.

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

Advanced degree and at least 8 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.

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.