DATA QUALITY ANALYST, SYSTEMS APPLICATIONS
JOB #DEC937
$4,514- $5,481 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: May 4, 2007
100% Position, 12 MONTHS PER YEAR
CLOSING DATE: May 25, 2007

POSITION LOCATION: Anaheim Campus – Information Services
SCHEDULED SHIFT: 8:00 a.m. to 5:00 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs)
STARTING DATE: As soon as possible

TYPICAL DUTIES:
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. Review and verify the referential and structural integrity of data in both the enterprise database and external data repositories (e.g., state MIS data mart); verify 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; ensure that operations such as duplicate ID removal and inactivation of invalid addresses occur on a regular basis. Administer and perform data reporting to state, federal and other agencies; ensure 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. 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. Recommend, design, implement, and monitor quality procedures used in the collection and storage of data; identify, assess, document, and communicate potential quality issues related to data collection, storage, processing, and use; meet with users to resolve data quality problems. Provide data quality advisory services to the District and campuses; resolve data quality problems; provide training to end users. Lead 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; recommend enhancements to systems and processes. Maintain data quality documentation; define and maintain data standards, data definitions, and data entry forms, checklists, manuals and guidelines. Ensure the security of data; monitor data transmission and storage repositories to prevent unauthorized access. Learn and apply emerging technologies and advances (e.g., computer software applications) as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS:
Knowledge of: District organization, operations, policies and objectives; intermediate Structured Query Language (SQL); Microsoft Office applications (Access, Excel, Word, PowerPoint); information technology, networking, and security standards; system and environmental integration techniques.

Ability to: Learn new software tools, operating systems, network applications, etc; quickly learn and apply emerging technologies; analyze data, understand patterns and recognize anomalies; analyze situations accurately and adopt an effective course of action; maintain accurate records and prepare reports; plan, organize and prioritize work; meet schedules and time lines; work independently in a team environment; understand and follow oral and written directions; communicate efficiently both orally and in writing; supervise, train and provide work direction to others; establish and maintain effective working relationships with a wide variety of people possessing a broad array of skills; solve problems. Strong conceptual, analytical and decision-making skills.

OVER
Education and Experience: 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.

DESIRABLE QUALIFICATIONS:
Related experience in an educational environment.

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.

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.

APPLICATION PROCEDURE:
APPLICANTS FOR THIS POSITION MUST SUBMIT:
- Complete district classified application.
- Letter of interest that addresses the qualifications relevant to the position.
- Resume describing educational background and work experience.
- College transcripts (may be unofficial).

DISTRICT APPLICATION REQUIRED
Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #DEC937, Data Quality Analyst on all correspondence. Cover letters, resumes, letters of reference, etc., if submitted, must accompany the completed application. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.

THE DISTRICT DOES NOT ACCEPT APPLICATION MATERIALS BY E-MAIL OR FAX.
Mail or deliver your application packet in person to:
North Orange County Community College District
Human Resources, 9th Floor
1830 West Romneya Drive
Anaheim, CA 92801-1819

APPLICATION DEADLINE:
Completed applications must be received in the Human Resources office on or before May 25, 2007, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. All employees driving either their own leased, or district owned vehicles for District related activities must certify that they possess a valid California Drivers License. Employees must certify that their vehicle is covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.