DATA QUALITY ANALYST,
SYSTEMS APPLICATIONS
JOB #ISC974
$4,927 - $5,982 per Month

(The District pays employee’s portion of PERS retirement contribution)
This is a classified position subject to a one-year probationary period.

DATE POSTED: January 16, 2014
100% Position, 12 MONTHS PER YEAR
CLOSING DATE: February 13, 2014
POSITION LOCATION: Anaheim Campus – Information Services
SCHEDULED SHIFT: 8:00 a.m. to 4:30 p.m., Monday through Friday
(Schedule and shift are subject to change 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 historical 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 participate 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
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.

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.
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.

**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.

**DESIRABLE QUALIFICATIONS**

Related experience in an educational environment.

**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 MUST submit the following items:**

1) District Classified Application *(All sections must be completed.)*
   
   → Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2) Official/unofficial transcripts with degree posted.
   
   → Must be submitted with application. Applications submitted without official/unofficial transcripts attached will be deemed incomplete and will not be considered.

   **Note:** The incumbent will be required to submit official college transcripts at the time of hire.

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 #ISC974, Data Quality Analyst, Systems Applications, in all correspondence. You may include cover letters, resumes, and letters of reference, etc., as attachments to your 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.

**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 February 13, 2014, 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. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

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

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available online at www.nocccd.edu