

**SCHOOL DISTRICT NO. 63  
(SAANICH)**

**JOB DESCRIPTION**

**CLASSIFICATION**

Data Services

**POSITION**

District Data Systems Analyst

**SUMMARY**

Under the limited direction of the Director of Information Technology, uses analysis and design techniques to solve business problems using information technology. Serves as a change agent who identifies the organizational improvements needed, designs systems to implement those changes, and trains and motivates others to use the systems.

**DUTIES**

- Coordinates required Ministry of Education reporting, intra-district data exchange and L1 duties
- Develops and maintains district data processes as they relate to Student information and Staff Information systems
- Develops custom dashboards and reports for business processes, enveloping local data banks, as well as ministry and public data sources
- Ensures compliance to Ministry of Education information and reporting standards.
- Ensures compliance, assists in creating, and compiles District information and reporting standards.
- Ensures district compliance to FOIPPA, including coordinating PIAs (Privacy Impact Assessment) and maintaining the district personal information bank
- Provides support, training and training programs to District and School staff relating to data process and management

\* *Performs other assigned duties which are within the area of knowledge and skills required by the job description*

**QUALIFICATIONS**

- Degree in Business Analysis or Diploma in a relevant subject (i.e. Technology, Computer Science) OR a combination of education and experience may be considered.
- 5 years of recent and related experience with a minimum of three (3) years related experience providing business analysis in an Information Technology or Education environment involving integrated custom applications with complex business processes, technology assessment, software development methodologies, strategic planning and systems planning; and a minimum two (2) years' experience in using project management methodologies.
- Experience in business process redesign and process mapping.
- Experience in managing clients' expectations, working with a wide range of stakeholders and facilitating stakeholder collaboration.
- Valid Class 5 B.C. Driver's license

\* *Or an equivalent combination of training and experience*

**DESIRABLE SKILLS**

- Knowledge of District and Ministry of Education policies and reporting standards.
- Excellent interpersonal and communication skills
- Ability to work with detail, precision and accuracy

**DATE**

December 2020