



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:

Agency: Chief Education Office (CEdO)

Facility: Somerville Building, Salem, OR

[X] New [] Revised

This position is:

- [X] Classified
[] Unclassified
[] Executive Service
[] Mgmt Svc - Supervisory
[] Mgmt Svc - Managerial
[] Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Inform. Systems Spec. 8
b. Classification No: C1488
c. Effective Date: 5/1/16
d. Position No: 5240025
e. Working Title: Business Analyst
f. Agency No: 52400
g. Section Title: SLDS
h. Budget Auth No: 001261430
i. Employee Name:
j. Repr. Code: UA
k. Work Location (City - County): Salem - Marion
l. Supervisor Name: SLDS Director, John C. Starr
m. Position: [X] Permanent [] Seasonal [] Limited Duration [] Academic Year
[X] Full-Time [] Part-Time [] Intermittent [] Job Share
n. FLSA: [X] Exempt [] Non-Exempt
If Exempt: [] Executive [X] Professional [] Administrative
o. Eligible for Overtime: [] Yes [X] No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Chief Education Office (CEdO), formerly the Oregon Education Investment Board, was established for the purpose of coordinating with education stakeholders to establish a unified public education system that ensures that all public school students in this state reach the educational goals established for this state.

Under current law, the CEdO is required to deliver a data system to measure outcomes from educational investments across the P-20 continuum (early learning through post-secondary). The Statewide Longitudinal Data System (SLDS), once developed, will combine data from multiple agencies to evaluate the effectiveness of education investments.

- b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The business analyst analyzes the business domain of the partner agencies, and documents, its business processes and systems, assessing the business model and its integration with the new technology solutions. This position documents extant contributing data systems at the Higher Education Coordinating Commission and Oregon Department of Education, develops and validates an Application Programming Interface (API) for web service integration, maps data elements to the Common Education Data Standards and develops methodologies for estimating data quality and completeness.

A Business Analyst is required to further mature project documentation.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark “N” for new duties, “R” for revised duties or “NC” for no change in duties. Indicate whether the duty is an “Essential” (E) or “Non-Essential” (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
25	N	E	Gathering and documenting functional and non-functional requirements for the SLDS Operational Data Store, Identity Resolution and Management System, Data Warehouse and Visual Analytics solution components; writing user stories and/or use cases; developing and conducting software and system test plans; assisting with user training; and, ensuring that all system documentation is complete, accurate and of a high quality.
10	N	E	The Business Analyst is a part of the business operation and works with Information Technology team to improve the quality of the services being delivered, sometimes assisting in Integration and Testing of new solutions.
40	N	E	<p>A day to day quality assurance resource to insure the vendor supplied data solution is in compliance with the project deliverables and processes. Working with the vendor to remove roadblocks and increase vendor efficiency.</p> <p>Interface with partner agencies to ensure alignment.</p> <p>Working with the vendor to insure the system functional requirements, e.g., data models, technical specifications, use case scenarios, work instructions, reports, and critical specifications are delivered and meet the established criteria and methodologies.</p> <p>Working with the vendor to insure that all non-functional requirements are met.</p>

			Working with the vendor to insure that the business case and goals are being achieved and a strategic plan containing shareholders' expectations are being met.
25	N	E	Interface with the Director of Systems Integration, Project Manager, and Project Director to communicate status, barriers to project success, mitigation of current and new risks, and opportunities to shorten the project duration, save cost, or opportunities to increase project efficiencies.
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

The work will be performed in a typical office environment. The individual may spend the majority of the workday using a video display terminal. The individual may require occasional evening and/or weekend work to meet deadlines or resolve system problems/issues.

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

Health Insurance Portability and Accountability Act (HIPAA)
Family Educational Rights and Privacy Act (FERPA)
Child Online Protection Act (COPA)
Children's Internet Protection Act (CIPA)
American Recovery and Reinvestment Act of 2009 (ARRA)
Generally Accepted Accounting Principles (GAAP)
Education Department General Administrative Regulations (EDGAR)
Project Management Body of Knowledge (PMBOK)
Business Analysis Body of Knowledge (BABOK)
Data Management Body of Knowledge (DMBOK)
Information Technology Infrastructure Library (ITIL)
Control Objectives for Information and Related Technology (COBIT)
DAS ESO Statewide Information Security Plan and Standards
DAS SPO Policies and Procedures
SEIU Collective Bargaining Agreements
Applicable Education ORSs and OARs

b. How are these guidelines used?

To manage project execution and coordinate project tasks in a manner consistent with the goals and rules of the Agency and the Enterprise.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
Agency Staff	Phone, Email, In Person	Provide Technology Services	Daily
School Districts	Phone, Email, In Person	Provide Technology Services	As Necessary
Public	Phone, Email, In Person	Provide Technology Services	Rarely
Vendors	Phone, Email, In Person	Provide Technology Services	As Necessary
State and Federal Agencies, Legislature	Phone, Email, In Person	Provide Technology Services	As Necessary

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Validating that work performed by the project vendor is meeting project deliverables and expectations. Making sure that the documentation is complete and accurate (as provided by the vendor); and insuring that the documentation aligns and complements the long range maintainability and sustainability of the data system.

The effect of these decisions will insure the system sustainability and data accuracy for the life cycle of the data system.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
PEM F SLDS Director	171901	Meeting	Regularly Scheduled	To keep the manager informed of progress and to discuss issues needing resolution
		Meeting	Annually	Performance Evaluation
PEM E Director of Systems Integration		Meeting	Regularly Scheduled	To keep the director informed of progress and to discuss issues needing resolution

SECTION 9. OVERSIGHT FUNCTIONS**THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY**

- a. How many employees are directly supervised by this position? 0
 How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

It is highly desirable that the candidate have experience in IBM's Cognos Business Intelligence software platform and/or Informatica's Master Data Management software platform. In addition, working within a governmental (federal, state, or municipality) environment/culture.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
NA	NA	NA

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

_____ Employee Signature	_____ Date	_____ Supervisor Signature	_____ Date
_____ Appointing Authority Signature	_____ Date		