

PROMOTIONAL & OPEN COMPETITIVE

EXAMINATION ANNOUNCEMENT
HUMAN RESOURCES OFFICE

(PLEASE POST PHYSICALLY)

It is the policy of the State Board of Education, Commonwealth of the Northern Mariana Islands, that the Public School Human Resources System shall be applied and administered according to the principles of equal employment opportunity. Applications shall be evaluated regardless of age, race, gender, sexual orientation, religion, political affiliation or belief, marital status, disability, or national origin.

Applicants for this position must be a U.S. Citizen or be eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands for the Public School System

POSITION/TITLE: Data Governance Manager (CNMI State Longitudinal Data Systems (SLDS) Grant Project)

EXAMINATION ANNOUNCEMENT NO.: **PSS-2021-044**

OPENING DATE: **May 14, 2021**

CLOSING DATE: **May 28, 2021**

SALARY: Pay Level: **Ungraded** STEPS(S): **Ungraded; \$55,000.00** Per Annum

BENEFITS: Salary commensurate with qualifications and experience, plus excellent benefits (including Life Insurance, Retirement Benefits, and Paid Leave/Holidays).

LOCATION: **Office of Accountability, Research, and Evaluation**

OVERVIEW:

This position, under the general direction of the SLDS grant director, is responsible for leading the and implementing the data governance program, which is an essential component of a successful State Longitudinal Data Systems (SLDS) program. It is the means by which organizations or groups of organizations make decisions about their collective information assets. The following link will provide an overview of data governance, a description of the organizational structure and implementation elements recommended for an effective data governance program, and links to additional resources on data governance and related topics:

<https://sllds.ed.gov/#program/data-governance>

DUTIES & RESPONSIBILITIES:

Lead cross-agency work to ensure programmatic clarity

- Support the work of the district-wide (and future agency-wide) Data Governance Committee and collaborate across the district (and agencies) to design and implement key components of a comprehensive Data Governance Program as described in the PSS Executive Data Governance Policy: <https://bit.ly/3upyIph>
- Facilitate district-wide training and technical assistance on data governance topics, revising existing content and creating new content, as needed
- Define roles and responsibilities related to data governance across the district and ensure clear accountability for stewardship of SLDS data assets
- Draft, design implementation of, and identify success metrics for needed data policies and procedures, such as data stewardship, data use, data quality, data protection, and data destruction

- Support the data sharing agreement process with internal and external stakeholders, and coordinate with the teams responsible for processing and fulfilling data requests

Liaison Among Data Governance Groups and Members and with IT to Ensure Effective Communication

- Facilitates the escalation and resolution of issues among the data governance groups;
- Leads the Data Governance Committee;
- Convenes working groups of Data Stewards to address critical data issues that span multiple program areas; and
- Provides training and support to ensure that all data governance members have the knowledge and skills necessary to fulfill their roles.

Contribute to Setting a Strategic Vision for the Team

- Contribute to setting the direction for a critical function with CNMI-wide impact
- Analyze agency data governance and privacy challenges to needed change and streamline work
- Help develop a small, motivated team

JOB RELATED DUTIES AND RESPONSIBILITIES ASSIGNMENTS:

The statements contained herein describe the scope of the responsibility and essential function of this position, but should not be considered to be the only duties and responsibilities of employee(s). Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload. Employee(s) may be requested to supervise and/or train the employees. Employee(s) will be required to follow any other job-related duties requested by any person authorized to give instructions or assignments.

FORTY (40) HOUR WORKWEEK:

The normal work period shall be a seven (7) days work period with a maximum non-overtime of forty (40) hours.

The Public School System (PSS) operates on a 40 hour work week. Actual working hours will be determined on the basis of operational efficiency. School Principals, Supervisors or Program Managers will establish working schedules subject to the approval of the Commissioner of Education.

ESSENTIAL FUNCTION OF THE JOB:

The duties and responsibilities listed herein have excluded the functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities listed herein are essential job functions and requirements and are subject to modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some positions may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The qualification requirements listed in this document are the minimum levels of knowledge, abilities and skills required to perform this position.

QUALIFICATION REQUIREMENTS:

- Graduation from an accredited college or university with a Bachelor's degree in Education, Education Administration, Public Administration or similar, plus four (4) years related work experience in teaching, designing and implementing subject program and/or training of teachers and specialists; OR
- Graduation from an accredited college or university with a Master's degree in Education, Education Administration, Public Administration or similar, plus two (2) years related work experience in teaching, designing and implementing subject program and/or training of teachers and specialists.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- Strong project and process management experience, including leading and managing change
- Excellent written and verbal communication skills, including giving and receiving feedback; ability to communicate clearly with internal and external audiences, translating policies and procedures into plain language
- Awareness of and sensitivity to cultural issues and local community practices.
- Adaptability and resilience; ability to remain calm, focused, and optimistic when stakes are high and information is incomplete, imperfect or ambiguous
- Record of successful coordination across teams and ability to motivate others to reach their fullest potential
- Ability to work as part of a team. Strong staff collaboration is a standard at the PSS
- Ability to produce high-quality results with limited resources and efficiency
- Knowledgeable on federal and local laws protecting the privacy of student data (e.g., Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Sec. 1232g; 34 CFR Part 99, Protection of Pupil Rights Amendment (PPRA), and 1 CMC § 2378 the Division of Youth Services (DYS) Access to Student Records)

APPLICATION REQUIREMENTS:

THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION:

1. COMPLETED PSS EMPLOYMENT APPLICATION FORM;
2. COPY OF DIPLOMA/DEGREE;
3. OFFICIAL TRANSCRIPTS (SEALED) *MUST BE SENT DIRECTLY TO THE HR OFFICE FROM THE ACCREDITED INSTITUTION AND/OR THE NATIONAL ASSOCIATION OF CREDENTIAL EVALUATION SERVICES (NACES);*
4. POLICE CLEARANCE *FROM THE MOST RECENT PLACE OF RESIDENCE (WITHIN THE PAST SIX MONTHS);*
5. VERIFICATION OF EMPLOYMENT; AND
6. MEDICAL CLEARANCE *(ONLY REQUIRED UPON OFFER FOR EMPLOYMENT).*

OTHER DOCUMENTS MAY BE REQUESTED AND MUST BE SUBMITTED TO BE CONSIDERED FOR THIS POSITION (IF THE PSS DETERMINES IT TO BE APPLICABLE):

1. CERTIFICATE/LICENSE (Teaching, CPA, Bar, SPHR, etc.)
2. RESUME
3. PRAXIS SCORES

4. TRAFFIC CLEARANCE

INTERESTED APPLICANTS MAY OBTAIN AND SUBMIT COMPLETED APPLICATION FORMS AND ALL REQUIRED DOCUMENTS TO THE PSS HUMAN RESOURCES OFFICE AT CAPITOL HILL, BUILDING 1202, ISLETA COURT, SAIPAN or VIA EMAIL TO: LUCRETIA DELEON GUERRERO AT LUCRETIA.DELEONGUERRERO@CNMIPSS.ORG, THE HUMAN RESOURCES OFFICE AT PSSHR@CNMIPSS.ORG or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370CK, SAIPAN, MP 96950, TEL. NOS. (670) 237-3037/3052.

YOUR APPLICATION FORMS MUST BE RECEIVED BY THE PSS HUMAN RESOURCES OFFICE ON OR BEFORE THE CLOSING DATE OF THE POSITION ANNOUNCEMENT.

Human Resource Office Use ONLY		
FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan