

# 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 System Human Resources Office 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 eligible and authorized to work in the U.S., including the Commonwealth of the Northern Mariana Islands.

## **POSITION/TITLE: Business Intelligence Analyst (CNMI Statewide Longitudinal Data Systems (SLDS) Grant Project)**

EXAMINATION ANNOUNCEMENT NO: **PSS-2024-071**

OPENING DATE: **September 4, 2024** CLOSING DATE: **September 18, 2024**

SALARY: Pay Level: **Ungraded**; Step(s): **Ungraded**; **\$45,000-\$55,000.00 Per Annum**

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

LOCATION: **Statewide Longitudinal Data Systems - Office of Accountability, Research, and Evaluation**

### OVERVIEW:

This position, under the direct supervision of the SLDS Project Director, bridges business needs with technical solutions. The role includes analyzing and documenting business processes, translating them into actionable specifications, and overseeing the implementation of data standards and software within SLDS projects to ensure seamless execution and compliance.

### DUTIES & RESPONSIBILITIES:

#### **Business Requirements and Documentation**

- Elicit, analyze, and document business requirements, translating them into clear and actionable functional and technical specifications (e.g., data collection processes, key data metrics, report generation, dashboard design, data integration requirements, and system workflows).
- Maintain technical documentation, including ETLs, transformations, and metric business rules.
- Develop and maintain comprehensive business process models, use cases, and user stories to support business analysis and system design.

#### **Data Management and Quality Assurance**

- Execute and develop Extract, Transform, and Load (ETL) processes, including testing and troubleshooting, to ensure data accuracy and integrity.
- Develop, monitor, and maintain data quality, data integrity, data mappings, transformations, and validation rules to ensure data reliability across systems.

- Conduct system testing, including creating test cases, executing tests, and documenting results to validate data accuracy and integrity.

### **Business Intelligence Development**

- Design, develop, and optimize dashboards, reports, and data visualizations using business intelligence tools to support decision-making and data-driven insights.
- Develop and optimize SQL queries for efficient data retrieval and integration, ensuring performance and accuracy in data processing.
- Collaborate with technical managers, data governance teams, and stakeholders to validate that system outputs meet business requirements.

### **System Integration and Data Standards**

- Implement and manage CEDS and Ed-Fi data standards, ensuring data complies with legal, regulatory, and organizational requirements.
- Manage and support the integration of the Student Information System (SIS) with SLDS data infrastructure, ensuring accurate data exchange, compliance with educational standards, and the effective use of SIS data for district reporting, mandatory federal reporting, and decision-making.

### **Collaboration and Stakeholder Engagement**

- Collaborate with technical managers, stakeholders, vendors, and data governance teams to integrate data standards into existing infrastructure and enforce data governance policies.

### **Project Management and Professional Development**

- Apply rigorous project management methodologies to effectively plan, execute, and manage projects.
- Engage in ongoing professional development and strategic planning to enhance knowledge and skills in database systems, tools, and processes relevant to the SLDS.
- Provide training and support to end-users on effectively using systems, tools, and processes implemented as part of the SLDS project, ensuring they are equipped to utilize the technology effectively.

### **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 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.

#### MINIMUM QUALIFICATION REQUIREMENTS:

- Graduation from a U.S. accredited college or university with an Associate's degree in business, computer science, information science or related field plus four (4) years related work experience; OR
- Graduation from a U.S. accredited college or university with a Bachelor's degree in business, computer science, information science or related field plus two (2) years of related work experience.

#### ADDITIONAL QUALIFICATIONS:

- Minimum of two (2) years of experience with SQL.
- Proficiency in at least one business intelligence tool (e.g., Power BI, Tableau, Google Studio).
- Experience working with student information systems (SIS) or similar data management platforms, including data integration and reporting.
- Experience in developing and maintaining ETL processes, including data transformation, loading, and automation using scripting languages (e.g., Python, R, SQL).
- Proficiency in implementing data governance and quality assurance practices to ensure data accuracy and consistency.
- Proven analytical skills with experience in troubleshooting and resolving data-related issues.

#### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

- 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 work independently and produce high quality results with limited resources and efficiency
- Strong organizational skills with outstanding attention to detail

- Proficient in Google Suite, MS PowerPoint, MS Word, MS Excel
- Knowledgeable on federal and local laws protecting the privacy of student data, including but not limited to the Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Sec. 1232g; 34 CFR Part 99, and Student Educational Records §60-20-428 of the CNMI Public School System’s Rules and Regulations.

**CONDITIONAL REQUIREMENTS:**

This position is considered “**EXEMPT STATUS**”. Is not eligible for overtime pay or compensatory time and is paid on a salary basis pursuant to Regulations for PSS Employment of Non-Certified Personnel and Fair Labor Standards Act.

**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: THE HUMAN RESOURCES OFFICE AT [PSSHR@CNMIPSS.ORG](mailto:PSSHR@CNMIPSS.ORG) or MAILED TO: CNMI PUBLIC SCHOOL SYSTEM, ATTN: HUMAN RESOURCES OFFICE, P.O. BOX 501370 CK 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.*

<b>Human Resource Office Use ONLY</b>			
Application Type: Certified	FLSA Status: Exempt	Salary Grade/Step: Ungraded	Duty Station/Location: Saipan