

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DISTRICT DIRECTOR, REPORTING AND DATA SYSTEMS

BASIC FUNCTION

Oversees the District's Management Information System (MIS) and related systems' reporting functions and provides strategic leadership in data governance, system integration, and data accessibility; ensures compliance with state and federal reporting mandates, with a focus on maintaining data quality, integrity, and accessibility to support institutional effectiveness, strategic planning, and informed decision-making processes.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned area administrator. Provides supervision over regular and short-term employees, as well as functional oversight and/or leads in the collaboration of stakeholder committees or workgroups related to accessing and utilizing data.

CLASS CHARACTERISTICS

This classification is responsible for maintaining data integrity and accuracy used for state/federal reporting and apportionment funding, as well as for data systems utilized across the District for strategic planning and decision making. The employee at this level exercises independent judgement and initiative in their assigned tasks, collaborates with IT management and end users as needed to develop, establish, and promulgate the operating procedures and policies of the District and department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Oversees the collection, validation, and submission of data for state and federal reporting, including MIS data for the California Community College Chancellor's Office (CCCCO) and full-time equivalencies (FTEs)/apportionment attendance report (CCFS-320) submissions; ensures accuracy and timeliness of data submissions, proactively addressing issues and implementing solutions; and develops and maintains robust quality assurance processes and data validation procedures.
2. Collaborates with Information Technology (IT) teams to manage, enhance, and optimize enterprise resources planning (ERP) systems and databases for compliance, operational efficiency, and expanded data accessibility; oversees the integration and interoperability of District-wide systems, streamlining data collection and reporting processes.
3. Develops policies and procedures that ensure data integrity, security, and regulatory compliance; ensures secure data access practices are implemented and adhered to, balancing data availability with rigorous security standards; develops strategies to securely expand access to institutional data for authorized users, supporting improved decision-making and operational effectiveness.
4. Evaluates emerging technologies and recommends solutions to enhance system performance, data availability, and usability.
5. Manages and leads projects to implement system enhancements and new reporting tools; provides strategic recommendations on technology solutions to improve data accuracy and reporting efficiency.
6. Coordinates with institutional research, enrollment management, and District and college stakeholders to define and fulfill data reporting needs; develops and delivers comprehensive training programs on data standards, systems usage, and reporting processes; facilitates effective

communication of technical information to diverse stakeholder groups, enhancing data-informed decision-making.

7. Serves as a liaison to the California Community College Chancellor's Office (CCCCO) and external agencies concerning MIS reporting requirements.
8. Represents the District at state-level meetings and forums related to MIS reporting and data governance.
9. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. CCCC MIS reporting, CCFS-320 requirements, and data reporting best practices.
2. ERP systems management, system integration, and data governance.
3. Data integrity, quality assurance standards, and security protocols.
4. Project management methodologies for technology implementations.
5. Methods and techniques for effective team leadership.

Ability to:

1. Manage complex MIS and IT-related projects.
2. Ensure compliance with complex reporting and regulatory mandates.
3. Translate technical information effectively for diverse audiences.
4. Foster collaboration and teamwork across diverse stakeholder groups.

Education and Experience:

A bachelor's degree in information systems, data science, computer science, business administration, or a related discipline and three (3) years of progressively responsible experience in MIS reporting and/or data systems management; or an equivalent combination of education, training, and/or experience.

A master's degree and experience within the California Community Colleges is preferred.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator. Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 25 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, with no direct exposure to hazardous physical or chemical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.