

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
OFFICE OF THE SUPERINTENDENT
ROBERT W. RUNCIE
SUPERINTENDENT OF SCHOOLS

July 17, 2019

TO: School Board Members

FROM: Alan Strauss *AS*
Chief Human Resources & Equity Officer

VIA: Robert W. Runcie *Robert Runcie*
Superintendent of Schools *JM*

SUBJECT: **Revision to Item # CC-9, Proposed New Job Description for the Senior Data Analyst - Safety, Security & Emergency Preparedness, for the July 23, 2019 Regular School Board Meeting**

Attached is a revision for Item # CC-9, Proposed New Job Description for the Senior Data Analyst - Safety, Security & Emergency Preparedness, for the July 23, 2019 Regular School Board Meeting.

On Page 2 of the job description, under section titled Special Requirements, the following text has been edited and moved to section titled Essential Performance Responsibilities. For consistency of formatting, the text has been revised and bulleted under the section titled Essential Performance Responsibilities. Text is as follows:

~~Must successfully pass a comprehensive background assessment, which includes a criminal history check, drug screen, fingerprinting, reference checks and other screening for access to sensitive security information.~~ Incumbent shall be subject to specialized training, background reviews, confidentiality and compliance requirements as outlined by the Chief - Safety, Security and Emergency Preparedness and other agency user agreements so as to fulfill the duties of the position. The incumbent is considered to be "essential personnel" subject to being held over or called back to a District work location or alternate site at all times. Incumbent may be assigned to other operational support venues as deemed necessary by department leadership. Position shall be exposed to confidential, restricted and highly sensitive information requiring the utmost discretion and compliance with all administrative rules, directives, policies, procedures, regulations and statutes governing its distribution. The position requires compliance with all District policies, regulations and statutes relating to privacy, including the Family Educational Rights and Privacy Act (FERPA).

RWR/AS:im
Attachments

c: Senior Leadership Team



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: Senior Data Analyst - Safety, Security & Emergency Preparedness
JOB CODE: New
CLASSIFICATION: Exempt
PAY GRADE: 27
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director Risk Management
CONTRACT YEAR: Twelve Months

POSITION GOAL: The Senior Data Analyst, Safety - Security & Emergency Preparedness will establish and maintain a system of qualitative and quantitative data analysis that highlights relevant safety, security and emergency preparedness data into strategic and actionable recommendations to assist with decision-making, enhance financial reporting and ensure regulatory compliance. The incumbent will also develop, maintain and amend processes and systems for identification, capture, and maintenance of critical data elements necessary to enhance strategic decision-making, perform technical studies involving compiling information related to criminal activity, security, discipline, emergency preparedness drills/activities, and provide analyses of data to increase the effectiveness of the Enterprise Risk Management operation.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The Senior Data Analyst – Safety, Security & Emergency Preparedness shall carry out the essential performance responsibilities listed below:

- Manage Data Analyst(s) assigned to the Safety, Security & Emergency Preparedness Division.
- Perform basic statistical calculations, compile and analyze data, interpret trends, fluctuations, correlations, and patterns, and prepare and disseminate findings to District departments to assist with decision-making.
- Partner with management in developing and implementing processes which support fidelity of work practices, District policies, legal and fiscal/budget requirements and alignment to strategic priorities.
- Partner with other data stakeholders across the organization to help identify data gaps for risk-based decision-making.
- Provide information evaluation and data analysis support for the operational functions within the Division of Safety, Security & Emergency Preparedness.
- Prepare charts, graphs, dashboards and other pictorial representations of data for use by multiple audiences. Review data for errors or inconsistencies.
- Prepare and deliver executive level presentations to facilitate discussion of analysis, as requested.
- Support the District's Strategic Plan through data collection and analysis.
- Consult with program and administrative staff in the evaluation of software systems. Develop solutions and recommendations for improving data integrity issues.
- Research pertinent literature and analyze applicability of concepts as they relate to Enterprise Risk Management.
- Compile and analyze data relating to criminal activity occurring on and in proximity to District property, security incidents, disciplinary actions relating to safety, effectiveness of emergency preparedness drills/activities.
- Manipulate large data files and transform information to assist District personnel and community public safety partners with improving the strategic approach to evaluating threats.
- Perform fidelity testing to ensure data accuracy.
- Create and maintain databases, files, and other crime information sources, including web postings.
- Prepare and deliver executive level presentations to facilitate discussion of analysis.
- Develop dashboards of key operational metrics and benchmark against other industry peers.
- Assist with grant implementation by collecting data and providing information as requested.

- Act as a liaison with other agencies, police departments, schools, and the community in order to carry out assignments, as needed.
- Assist other District offices, governmental offices and the general public with requests for reports and subpoenas for reports.
- Participate in local, regional and state task forces, committees and agencies regarding violence prevention.
- Provide data analysis during and after emergency events impacting Broward County Public Schools and at the scene of emergencies, natural disasters and homeland security incidents.
- Use computer applications to track and analyze ongoing events and, as appropriate, assist SIU, local, state and federal law enforcement agencies with investigation of acts of violence impacting the Broward County School Community.
- Participate in specialized training, background reviews, and fulfill confidentiality and compliance requirements as outlined by the Chief – Safety, Security and Emergency Preparedness and other agency user agreements.
- Serve as “essential personnel” subject to being held over or called back to a District work location or alternate site at all times.
- Assist other operational support venues as deemed necessary by department leadership.
- Exercise discretion when handling confidential, restricted and highly sensitive information. Comply with all administrative rules, directives, policies, procedures, regulations and statutes governing the distribution of confidential information.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- Participate in training programs offered to enhance the individual skills and proficiency related to the job responsibilities.
- Review current developments, literature and technical sources of information related to job responsibilities.
- Ensure adherence to safety rules and procedures.
- Follow federal and state laws, as well as School Board policies.
- Perform other duties as assigned by the immediate supervisor, or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor’s degree from an accredited institution in a related field.
- A minimum of seven (7) years within the last twelve (12) years of work experience requiring detailed data analysis and logical processing of information.
- Excellent verbal, written and interpersonal communication skills, including the ability to write reports and communicate effectively under deadlines and in stressful situations.
- Demonstrated knowledge of data analysis, statistical techniques and standards of practice.
- Computer skills as required for the position.

SPECIAL REQUIREMENTS: ~~Must successfully pass a comprehensive background assessment, which includes a criminal history check, drug screen, fingerprinting, reference checks and other screening for access to sensitive security information. Incumbent shall be subject to specialized training, background reviews, confidentiality and compliance requirements as outlined by the Chief – Safety, Security and Emergency Preparedness and other agency user agreements so as to fulfill the duties of the position. The incumbent is considered to be “essential personnel” subject to being held over or called back to a District work location or alternate site at all times. Incumbent may be assigned to other operational support venues as deemed necessary by department leadership. Position shall be exposed to confidential, restricted and highly sensitive information requiring the utmost discretion and compliance with all administrative rules, directives, policies, procedures, regulations and statutes governing its distribution. The position requires compliance with all District policies, regulations and statutes relating to privacy, including the Family Educational Rights and Privacy Act (FERPA).~~

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master's degree from an accredited institution in economics, information systems, finance, statistics, mathematics, computer science, or related field.
- Formal training or education relating to statistical analysis, crime analysis, cyber-crime investigation, electronic investigative forensic techniques or preserving electronic evidence.
- Familiarity with mandatory criminal justice compliance and reporting requirements.
- Prior experience using criminal justice information systems and other complex relational databases.
- Prior experience using GIS mapping software.
- Bilingual skills.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Frequently interacts with District staff, public safety personnel and school employees within different departments. Regularly meets with District and school administrators, safety and security personnel, law enforcement and other governmental agencies on the federal, state, and local levels. Frequently works with functional users at all levels to obtain input and understanding of their work processes and needs, works with senior management on specific design issues, evaluates possible solutions and design, and implements appropriate corrective actions.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved:

Board Adopted: