

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 *for*

SUBJECT: Revision to Item # CC-7, Proposed New Job Description for the Data Analyst - Safety, Security & Emergency Preparedness, for the July 23, 2019 Regular School Board Meeting

Attached is a revision for Item # CC-7, Proposed New Job Description for the 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 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:

Incumbent shall be subject to specialized training, background reviews and 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 the 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: Data Analyst - Safety, Security & Emergency Preparedness
JOB CODE: New
CLASSIFICATION: Exempt
PAY GRADE: 22
BARGAINING UNIT: BTU-TSP
REPORTS TO: Director Risk Management
CONTRACT YEAR: Twelve Months

POSITION GOAL: The Data Analyst - Safety, Security & Emergency Preparedness will organize and analyze data relevant to all Safety, Security and Emergency Preparedness programs to assist the Director, Risk Management in making data driven security recommendations and conclusions. The Data Analyst – Safety, Security & Emergency Preparedness establishes, maintains and operates a system of data analytics that aims to turn data into actionable information to assist with resource allocation, tactical response and organizational strategy.

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

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

- Perform analysis by gathering and compiling information related to criminal activity, security incidents or threats, discipline data and emergency preparedness drills and activities.
- Provide analysis of data to enhance the effectiveness of the Safety, Security & Emergency Preparedness Division's tactical and strategic initiatives.
- Work cross-functionally to find existing District collected and external relevant data necessary to support safety & security decision-making.
- Identify data gaps and guide quality assurance of data needed for decision making and compliance requirements.
- Compile and analyze data; interprets trends, fluctuations, correlations, and patterns; prepare and disseminate reports.
- Perform fidelity testing to ensure data accuracy.
- Work with internal stakeholders to perform basic statistical calculations to assist with attempting to prevent safety and security related incidents.
- Evaluate, recommend and utilize software systems to support data analysis.
- Manipulate large data files and transform information and data to inform actionable information and recommendations in support of Safety, Security & Emergency Preparedness.
- Working with other internal and external stakeholders, assist District personnel and community public safety partners in developing ways to improve the evaluation of threats.
- Prepare charts, graphs, and other pictorial representations of data for use by multiple audiences, including the creation of dashboards. Review data for errors or inconsistencies.
- Assist with grant implementation by collecting data and providing information as requested.
- Provide information evaluation and data analysis support for the operational functions within the Safety, Security & Emergency Preparedness Division.
- Participate in local, regional and state task forces, committees and agencies regarding violence prevention as required.
- Provide data analysis during and after emergency events impacting Broward County Public Schools.
- Use computer applications to track and analyze ongoing events and, as appropriate, assist the Special Investigative Unit (SIU), local, state and federal law enforcement agencies investigating acts of violence or patterns that impact the Broward County Public Schools 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 related.

Or

- A standard high school diploma or satisfactory completion of an approved General Education Development Testing Program and a minimum of five (5) years, within the last ten (10) years, of experience in a field related to the title of the position, including data analytics and information processing.

And

- Excellent verbal, written and interpersonal communication skills, including the ability to write reports and communicate effectively under deadlines and in stressful situations.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- An earned master’s degree from an accredited institution in a field related to the role.
 - Progressively more responsible work experience performing data analytics requiring keen attention to detail and the application of logic and analytical abilities in a large educational system, or in a comparably complex business system.
 - Formal training or education relating to statistical analysis, crime analysis, cyber-crime investigation, electronic investigative forensic techniques or preserving electronic evidence.
 - Experience using criminal justice information systems, GIS mapping software, and other complex relational databases.
 - Demonstrated knowledge of advanced data analysis and statistical analysis techniques and standards of practice.
- Bilingual skills.

SPECIAL REQUIREMENTS:

~~Incumbent shall be subject to specialized training, background reviews and 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 the 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).~~

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.

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:

DRAFT