

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
2. Employee's Name (Last, First, M.I.)	8. Department/Agency EDUCATION
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission)
4. Civil Service Position Code Description EDUCATION ASSESSMENT SPL-3	10. Division Division of Assessment, School Improvement, and Systems Support
5. Working Title (What the agency calls the position) Data-Integration Specialist	11. Section Office of Educational Assessment and Accountability
6. Name and Position Code Description of Direct Supervisor KOLB, JASON A; DEPARTMENTAL MANAGER-4	12. Unit Data Systems and Support
7. Name and Position Code Description of Second Level Supervisor JANZER, CHRISTOPHER G; STATE ADMINISTRATIVE MANAGER-1	13. Work Location (City and Address)/Hours of Work 608 W. Allegan, Lansing, MI / Monday - Friday 8:00 am – 5:00 pm

14. General Summary of Function/Purpose of Position

This position functions as the Data Integration Specialist serving the Office of Educational Assessment and Accountability (OEAA) for the Michigan Department of Education (MDE). This position is responsible for developing, documenting, integrating, enhancing, managing and maintaining the data integration of programs and processes that provide access to current and historical assessment and accountability information for all students, schools, and districts in the State of Michigan. All data integration processes include validation of data at the point of integration. User Acceptance Testing (UAT) is a critical function of this position.

As a primary asset, data integration must be managed with business knowledge and expertise of large-scale data systems containing sensitive data. In addition to multiple assessment contractors and MDE offices that generate data, OEAA extracts student demographic data from the Center for Educational Performance and Information (CEPI), the Michigan Student Data System (MSDS), and building/school information from the Educational Entity Master (EEM) which is part of the Department of Technology, Management and Budget (DTMB). Data integration requires special handling because of diverse formats and definitions from the source agencies. These sources independently deliver data that must be organized in a logical manner after being quality assured for file integrity and merged with contractor data sources to produce a combined interface that can be used to pre-identify tests for students in schools and to accurately report test and accountability results according to state and federal guidelines. File configurations are different from MDE architecture compelling this position to develop crosswalks for correct integration of data. To keep the information accurate and relevant, data is validated daily.

As outside systems evolve and change, this position must modify OEAA's integration programs and processes. When software is moved and/or upgraded, the data interfaces need to be re-tested and revised to accommodate architecture revisions without impacting OEAA processes. This position is responsible for overseeing the data flow from various sources, which includes user acceptance testing, data validation, designing and approving interface changes, creating and updating business requirement documentation and extensive project coordination. It is also responsible for maintaining updated documentation of the data interface system, including all data sources, so that full and appropriate use of the system is realized. Both knowledge and experience working with large-scale data systems is an important aspect of this position.

Responsibility for specialty areas required for the development, implementation and analysis of large scale educational assessment, accountability and/or evaluation data, systems, programs, or processes, which are defined as involving 10,000 or more cases or units.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 45

Manages, maintains, and executes data integration programs and processes for OEAA.

Individual tasks related to the duty:

- Uses large-scale data expertise to oversee the management and maintenance of all data integration programs and processes that are used by OEAA, including data exchanges from multiple offices and departments as well as multiple contractors. This occurs for multiple test cycles and multiple test programs on an annual basis.
- Creates and updates database code for data validation at all points of integration.
- Creates and updates database tables, table views, and stored procedures as needed.
- Works closely with Database Administrator (DBA) to deploy code and database changes.
- Uses project plans and applies project management skills to schedule data exchanges and processing with assessment vendors, other offices, and DBA.
- Manages all technical aspects of User Acceptance Testing (UAT) processes to ensure that all assessment-related data is accurately processed.
- Executes and validates test cases, which includes root cause analysis, defect-tracking, and retesting of any failures until test cases are error-free.
- Executes and validates processing of:
 - i. Demographic updates from CEPI.
 - ii. Daily Entity updates from EEM.
 - iii. Pre-ID for summative, interim, and EL assessments.
 - iv. Annual Tested Roster data loads from assessment contractors for summative, interim, and EL assessments.
 - v. Annual score loads for summative, interim, and EL assessments.
 - vi. Annual Accountability data.
- Serves as contact for technical inquiries related to OEAA's data integration programs and processes.
- Maintains the technical business requirements and specifications for OEAA, often requires revisions as test format changes, guidelines change, source data revised, or data destination is revised.
- Ensures that the data integration processes and solutions are maintained and enhanced to meet the needs of the department's business plan.
- Considers use and load schedules across all programs as part of scheduling maintenance activities.
- Responsible for quality review of all data at the point of the integrating data elements from different sources.
- Oversees all business-related implementation aspects of data integration program and processes, including new requirements, and dissemination deadlines.
- Assures current scheduled data integration activities are executed without failures, follow-up when failures are encountered.
- Maintains and revises annual data archiving process and scheduling.

Duty 2**General Summary:****Percentage: 30**

Oversees design, development, and enhancement of data integration programs and processes for OEAA.

Individual tasks related to the duty:

- Develops and defines work-flow handoffs between OEAA, assessment contractors and other offices.
- Researches feasibility of program or process changes and uses project management skills to recommend timelines.
- Uses expertise to design, enhance, and integrate web-based applications and systems based on business objectives, requirements gathering, and user needs. Responsible for the feasibility and implementation of new technology and processes for data integration.
- Develops and refines UAT test cases and documentation with each office, department, or assessment contractor for every process that requires data transfer.
- Develops and coordinates UAT timelines with assessment contractors and other offices.
- Develops design enhancements and improvements to data integration programs and processes based on stakeholder input as part of requirements gathering, and plans implementation to ensure schedule requirements are met.
- Uses large-scale data expertise to design, develop, and enhance the integration of the data that is produced by other offices and departments for import to the OEAA websites and systems. Investigates feasibility of application and/or additional data interface options based on revised business rules, such as additional assessments or legislative changes.
- Researches, recommends, and oversees enhancements needed to address efficient processing of:
 - i. Demographic updates from CEPI.
 - ii. Daily Entity updates from EEM.
 - iii. Pre-ID for summative, interim, and EL assessments.
 - iv. Annual Tested Roster data loads from assessment contractors for summative, interim, and EL assessments.
 - v. Annual score loads for summative, interim, and EL assessments.
 - vi. Annual Accountability data.
- Designs data exchange protocols to ensure data integrity with interdepartmental organization and assessment contractors that limits re-work based on changes (or additions to) current data structures that are made by other offices, departments, or external entities that had generated original source data.
- Reviews and addresses enhancements needed for data access efficiency which is critical for on-line web-based response.
- Provides requirements and oversees system development work activities related to data integration re-design and improvement activities.
- Prepares and tests current platform for upgrades and system revisions.

Duty 3**General Summary:****Percentage: 15**

Supports communication and reporting of assessment data, data integration processes, and data environment process improvements.

Individual tasks related to the duty:

- Maintains documentation of current data integration procedures, sources, and uses to enhance replicability.
- Educates/shares data knowledge with stakeholders.
- Ensures repeatable processes are documented and stream-lined for maximum re-usability and efficiency.
- Develops and maintains reports used internally to track various aspects of assessment components, such as completion rates, assessment incidents, and subgroup performance.
- Coordinates data-integration support and management activities with other divisions, departments, and agencies.
- Makes recommendations in area of expertise as solicited.
- Provides consulting, where appropriate, on structure of data elements and integration processes.
- Provides training, both formal and informal, on data integration processes and techniques.
- Serves as contact for the office, division and department related to data-integration processes.
- Employs designs and tools that facilitate customized data imports, exports, and ad hoc queries, as required.
- Develops requisite algorithms needed for ad-hoc reporting tools.

Duty 4**General Summary:****Percentage: 5**

Develops and maintains documentation of data integration processes for OEAA.

Individual tasks related to the duty:

- Develops and maintains a comprehensive data dictionary for access by other users.
- Develops and maintains data crosswalks.
- Develops and maintains technological documentation and manuals for data integration procedures. This creates efficiencies in the data integration processes and allows for a faster recovery in case of system failure(s).
- Creates and documents common processes to reduce the cost and effort of data integration changes.

Duty 5**General Summary:****Percentage: 5**

Other job-related duties as assigned.

Individual tasks related to the duty:

Other job-related duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Uses independent judgment for managing migration and quality of data from a variety of data sources: e.g. Enrollment and entity data from CEPI, Test Center Establishment, Test Maps, Tested Roster, Student Growth, and Scored Results from assessment contractors that affect OEAA, MDE, students and educators in the State of Michigan.

Revises data interfaces to accommodate any management improvements without impacting OEAA processes.

Collaborates with the Database Administrator on design enhancements and plans implementations to ensure schedule requirements are met. Addresses data transfer efficiencies being cognizant of business processes and rules.

Decides on data interface protocols based on source data elements and user requirements.

Determines if data to be transferred meets the quality standards required of OEAA.

17. Describe the types of decisions that require the supervisor's review.

- Major system design, modifications, and system modifications that negatively impact pre-established timelines.
- Decisions that will have significant impact on policy and processes in functional areas of other agencies.
- Significant budget increases, schedule delays, and scope modifications that require substantial reduction of budgets in other areas in order to be successful.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

None outside normal office procedural work.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | | | |
|----------------------------|------------------------------------|----------------------------|-----------------------------------|
| <input type="checkbox"/> N | Complete and sign service ratings. | <input type="checkbox"/> N | Assign work. |
| <input type="checkbox"/> N | Provide formal written counseling. | <input type="checkbox"/> N | Approve work. |
| <input type="checkbox"/> N | Approve leave requests. | <input type="checkbox"/> N | Review work. |
| <input type="checkbox"/> N | Approve time and attendance. | <input type="checkbox"/> N | Provide guidance on work methods. |
| <input type="checkbox"/> N | Orally reprimand. | <input type="checkbox"/> N | Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

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24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

In 2014 the online initiative begun to make up 'online'. We are now 98% online. The job function is completely identical, however the way our work is completed is very different. This is reflective in the new update.

25. What is the function of the work area and how does this position fit into that function?

OEAA is charged with providing accurate test scores and demographic information of Michigan students and schools. This federally and state mandated data is used to determine student and school success. Other MDE divisions depend on the accuracy of this data to maximize federal, state, and private funding for educational programs by categorical need. OEAA data represent an investment of considerable time and money to provide timely reports and maximum access to users via a web-based system. This position is responsible for maintaining data quality and migrating data between all data sources and developing interfaces with contractor systems to ensure accurate and timely reporting of assessment metrics.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Possession of a Bachelor's Degree in any major. Possession of a bachelor's degree in any major.

EXPERIENCE:

Three years of experience working with large-scale assessment programs or large-scale applications (data sets, programs, and/or applications) of similar complexity. Alternate Education and Experience Possession of a Master's Degree in assessment, accountability, or evaluation; or a Master's Degree in a field directly related to the specialty area may substitute for two years of experience in the specialty area.

Education Assessment Specialist 14

Three years of experience working with large-scale assessment programs or large-scale applications (data sets, programs, and/or applications) of similar complexity.

Alternate Education and Experience

Education Assessment Specialist 13 - 15

Possession of a master's degree in assessment, accountability, or evaluation; or a master's degree in a field directly related to the specialty area may substitute for two years of experience in specialty area.

KNOWLEDGE, SKILLS, AND ABILITIES:

Skill in planning, managing, controlling, and delivering complex projects on time, within budget, and to the satisfaction of multiple audiences. Thorough knowledge of project management and data collection methodologies, industry standards, and best practices. Ability to instruct and direct team members and communicate with others, both verbally and in writing. Ability to work in a team environment involving multiple organizations. Ability to resolve conflicting high-priority requirements. Experience in requirements analysis related to large-scale data programs. Successful collaboration with technology projects and multiple contractors. Must be willing to work extra hours, as necessary. Must be able to mentor and train.

CERTIFICATES, LICENSES, REGISTRATIONS:

None

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

TASHA HARPER

2/11/2026

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date