

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 Assessment, School Improvement and Systems Support (DASISS)
5. Working Title (What the agency calls the position) Accountability Applications Specialist	11. Section Office of Educational Assessment and Accountability (OEAA)
6. Name and Position Code Description of Direct Supervisor GLEASON, MATTHEW W; DEPARTMENTAL MANAGER-4	12. Unit Accountability
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 ST; LANSING, MI 48915 / Monday - Friday, 8 am - 5 pm

14. General Summary of Function/Purpose of Position

This position serves as the Accountability Applications Specialist and is the lead for designing, developing, enhancing, documenting, and managing customized and complex data application tools. These tools are required for compliance with accountability, evaluation, and accreditation systems mandated by state and federal law, including the Every Student Succeed Act (ESSA), which superseded the No Child Left Behind Act (NCLB). This staff member also oversees the creation of supporting documentation, interactive systems, and training programs for the effective implementation and use of these complex data application tools. This position collaborates with relevant staff from DASISS, the Michigan Department of Education (MDE), Department of Technology, Management and Budget (DTMB), and Center for Educational Performance and Information (CEPI) to advise, design, develop, and implement data application tools. The role uses project management strategies to manage and develop business rules for interactive systems, processes, and data applications. The Accountability Applications Specialist uses advanced data querying skills and manipulation techniques to ensure OEAA business rules are adapted and applied correctly to data used in producing accountability results for MDE through system validation processes. This position requires extensive knowledge of the business rules governing all data used in the determination of state and federal accountability results (including non-MDE data). This position researches and recommends different methods for delivering data application tools to stakeholders. Additionally, the Accountability Applications Specialist is the lead resource for the implementation and maintenance of policy and processes for school accountability exceptions, such as the Sending Scores Back (Shared Educational Entity) program and early middle college accountability. This position is responsible for designing, developing, implementing, maintaining, and enhancing the system(s) around which accountability data is processed for accountability exceptions. This Accountability Applications Specialist also assists other unit and office staff in the research, analysis, and recommendation of proposed changes to operational accountability, accreditation, and evaluation systems.

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

Designs, develops, enhances, documents, and manages customized and complex data application tools used for compliance with accountability, evaluation, and accreditation systems required under state and federal (ESSA) law, formerly known as the NCLB. Data used in such tools include: student- and aggregate-level enrollment, assessment, demographics, and program participation information. Works with highly sensitive and federally protected student privacy information including student names, grades, enrollment history, program participation, residency status, full time equivalency (FTE), attendance, and graduation status, among others.

Individual tasks related to the duty:

- Develops specialized tools, including custom Microsoft Excel spreadsheets and interactive webpages.
- Writes custom SQL queries for evaluation and accountability programs and systems to extract data required for developing data application tools.
- Creates custom SAS projects to support the development of data application tools. Develops procedures for, and participates in, quality assurance testing of created tools and systems relating to accountability, evaluation, and accreditation data display.
- Follows State of Michigan and Department policies and Americans with Disabilities Act (ADA) guidelines for developing customized applications for evaluation, accreditation, and accountability systems programs and processes.
- Gathers and writes technical system requirements for the design of new data application tools and processes based on policy and legal compliance needs of accountability systems and other agency needs.
- Uses expertise in specialized software, business intelligence tools, and programming languages to perform complex analyses and create customized applications to meaningfully display evaluation, accreditation and accountability data to schools and the public. Such expertise may include developing data dashboards in MS Power BI, data visualization using QGIS or ESRI geographic information systems (GIS) software, or other data modeling techniques and software.
- Serves as the primary contact for all technical inquiries related to the customized data application and tools.
- Researches and troubleshoots MDE- and customer-reported inquiries and issues specifically related to accountability data tools and applications.

Duty 2

General Summary:

Percentage: 25

Responsible for overseeing the quality assurance and validation process for base data tables used in the running of MDE accountability, evaluation, and accreditation programs. Acts as liaison between OEAA and CEPI to ensure data needs and business rules of OEAA's accountability systems are adequately and accurately followed.

Individual tasks related to the duty:

- Develop and oversee quality assurance plans with OEAA project leads and coordinate these efforts with quality assurance efforts occurring in the assessment systems team.
- Create and maintain SQL scripts for the quality assurance and validation of all data used in the creation and maintenance of unit accountability systems.
- Use work tracking software such as custom MS Excel spreadsheets and MS Azure DevOps to aid in organized collaboration between accountability and systems teams.
- Oversee the translation of OEAA business rules into accurate program logic to ensure OEAA's mission for providing accurate accountability data is carried out successfully.
- Create requirements for the reporting and display of accountability data within the OEAA Secure Site and MI School Data, and develop methodologies to ensure accurate representation of business rules.
- Coordinate with OEAA colleagues and stakeholders on the design and effectiveness of accountability displays and reports in relation to OEAA accountability business rules and data needs.
- Act as liaison between OEAA, CEPI and DMTB for all non-assessment related data collection and reporting needs. This includes advocating for processes and business rules that are supportive of OEAA's mission, managing data change requests, and coordinating CEPI change request timelines with OEAA system timelines.
- Identifying collection processes, business rules, and/or policies that can be improved to aid in accuracy, efficiency, and to lessen the chance of future data quality issues.

Duty 3

General Summary:

Percentage: 20

Oversee the creation of supporting documentation, interactive systems, and training programs for effective utilization of complex data application tools related to accountability, accreditation, and evaluation systems. Provides technical expertise with appropriate Division of Assessment, School Improvement and Systems Support (DASISS), Michigan Department of Education (MDE), Department of Technology, Management and Budget (DTMB), and Center for Educational Performance and Information (CEPI) staff to advise, design, develop, and implement data application tools. Research and recommend different methods of delivering data application tools to stakeholders.

Individual tasks related to the duty:

- Research relevant datasets used in existing systems using SQL, Excel, and SAS.
- Analyze and review business requirements for current and future data application tools necessary for compliance with state and federal school accountability reporting laws.
- Recommend new or improved application designs to DASISS, MDE, DTMB, and/or CEPI staff.
- Advise and assist in development and implementation of application tools.
- Assists in the creation and development of supporting technical documentation for MDE's accountability systems.
- Recommend a training and support plan for new data applications tools.
- Develop technical documentation including business rules for all developed data application tools and processes.
- Create instructional training documents for internal and external users on accountability systems.
- Plan, prepare, and provide technical- and customer-based training, assistance and communication to internal and external users of evaluation, accreditation, and accountability data application tools built in support of the following systems: School Index, Parent Dashboard, Annual Education Report, and MI School Data assessment and accountability reports to identify areas for update or improvement.
- Creates and provides training and support on the Sending Scores Back program, accountability for early middle colleges, and other school accountability exception policies and programs.
- Determine technical training requirements of internal (MDE/CEPI) and external stakeholders (schools, districts, and public) with respect to accountability, accreditation, and evaluation data tools.
- Provide individual assistance and support to staff in technical areas.
- Coordinate responses with OEAA staff to queries regarding the technical use of accountability, accreditation, and evaluation data application tools and reports.
- Organize support documentation and tools for dissemination through web and other delivery methods.
- Stay current on emerging technologies related to the delivery, support, and training of data application tools.
- Review existing processes used in the dissemination of data applications tools.
- Utilize technical expertise to recommend enhancements to processes and delivery methods of data application tools.
- Research visualization and reporting technologies such as those used in business intelligence or geographic information systems technologies to recommend integration into current/future data application tools.

Duty 4

General Summary:

Percentage: 5

Serves as the lead resource for the implementation and maintenance of exceptions within school accountability policy, including processes related to the Sending Scores Back program (for Shared Educational Entities) and early middle college school accountability.

Individual tasks related to the duty:

- Use large-scale accountability expertise in conjunction with knowledge of design, development, and implementation processes to implement and maintain data processes and policies for accountability exceptions.
- Create and maintains supporting documentation and training materials for accountability exceptions.
- Create custom SQL queries and SAS projects to analyze current operational effects of accountability exception systems.
- Coordinates with other relevant DASISS, MDE, DTMB, and/or CEPI staff for exception program implementation, maintenance, and impact mitigation.

Duty 5

General Summary:

Percentage: 5

Other duties as necessary.

Individual tasks related to the duty:

- Individual tasks as related to the duty

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

- Independent judgment for designing, developing, enhancing, documenting, and managing the customized and complex data application tools used to aid in the compliance with accountability, evaluation, and accreditation systems required under state and federal (ESSA) law.
- Responsible for designing, developing, enhancing, documenting, maintaining, and managing advanced SQL or other query language scripts or quality assurance tools to ensure OEAA's data needs and business rules are accurately carried out and represented in all data sources used by OEAA's accountability systems and processes.
- Single point of responsibility for data application tools related to accountability, accreditation, and evaluation.
- Oversees the technical training and support of all data application tools used to support the operational accountability, accreditation, and evaluation systems.

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

- Decisions that have significant impact on policy and processes in functional areas of other offices or agencies..
- Major process design, program modifications, and system modifications that negatively impact pre-established timelines.
- Dissemination of information that may have political implications or are of sensitive nature.

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.

- Standard office environment.
- Some travel may be required.

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):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ 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?

This position serves as the Accountability Applications Specialist and is the lead for designing, developing, enhancing, documenting, and managing customized and complex data application tools. These tools are required for compliance with accountability, evaluation, and accreditation systems mandated by state and federal law, including the Every Student Succeed Act (ESSA), which superseded the No Child Left Behind Act (NCLB). This staff member also oversees the creation of supporting documentation, interactive systems, and training programs for the effective implementation and use of these complex data application tools. This position collaborates with relevant staff from DASISS, the Michigan Department of Education (MDE), Department of Technology, Management and Budget (DTMB), and Center for Educational Performance and Information (CEPI) to advise, design, develop, and implement data application tools. The role uses project management strategies to manage and develop business rules for interactive systems, processes, and data applications. The Accountability Applications Specialist uses advanced data querying skills and manipulation techniques to ensure OEAA business rules are adapted and applied correctly to data used in producing accountability results for MDE through system validation processes. This position requires extensive knowledge of the business rules governing all data used in the determination of state and federal accountability results (including non-MDE data). This position researches and recommends different methods for delivering data application tools to stakeholders. Additionally, the Accountability Applications Specialist is the lead resource for the implementation and maintenance of policy and processes for school accountability exceptions, such as the Sending Scores Back (Shared Educational Entity) program and early middle college accountability. This position is responsible for designing, developing, implementing, maintaining, and enhancing the system(s) around which accountability data is processed for accountability exceptions. This Accountability Applications Specialist also assists other unit and office staff in the research, analysis, and recommendation of proposed changes to operational accountability, accreditation, and evaluation systems.

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

Updated the working title and the division, office, and unit names. Updated boxes 14 and 23 to include working title change and references to sending scores back and accountability exceptions. Updated duty 1 to 45% and included mentions of working with sensitive student privacy information. Updated duty 1 tasks to include writing technical system requirements and using specialized software to perform complex analyses. Duty 2 updated to 25% and duties remain similar outside of name changes. Duty 3 remains 20%, tasks now include compliance with state and federal accountability reporting laws, creating and providing training on the Sending Scores Back program.. Duty 3 tasks were also updated to include current systems being utilized. Duty 4 remains 5%, task was added to include coordinating with other staff. This position has become increasingly reliant on knowledge and expertise in business intelligence tools and specialized analytics and reporting software such as PowerBI.

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

The function of this work area is to ensure Michigan's accountability systems provide accurate, reliable, valid, and unbiased results that support MDE's mission and priorities. This is accomplished by developing and maintaining a rigorous and robust system to address quality assurance and data validation practices. This position is responsible for this mission critical work, and requires technical expertise with query languages, advanced knowledge of all data sources used in OEAA's accountability systems, the ability to carry-out multiple synchronous quality assurance and validation efforts, and impeccable integrity. An additional function of this work area is to work closely with the OEAA project leads to design, develop, enhance, document, and manage the accountability, accreditation, and evaluation data application tools for disseminating accountability, accreditation, and evaluation results according to business requirements, specifications, and user input. This position is solely responsible for designing data application tools that are accurate, meaningful and useful to internal and external stakeholders. This requires extensive knowledge of existing data structures, operational processes, and business rules supporting operational accountability, accreditation, and evaluation systems. This requires verification of data gathered from various offices and departments and prepared by the data integration specialist for use by this position. This requires close collaboration with the OEAA project leads and relevant systems staff to ensure that all business requirements and timelines are met. This position works with the appropriate OEAA and CEPI project leads to verify technical support, training, and documentation are aligned with operational accountability, accreditation, and evaluation system requirements.

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.

EXPERIENCE:

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:

Exceptional knowledge of SQL and relational databases. Knowledge of object oriented programming languages. Superior knowledge of application design and development methodologies as related to accountability, accreditation, and evaluation systems. Knowledge of web design, development, and management. Strong problem solving abilities. Knowledge of current developments, trends, and theories in technology as applied to complex customized data queries, data application design, development, documentation, enhancement, and management, and digital flows from large data sets involving one or more systems in a complex technical environment. Strong analytic abilities. Skill in designing, developing, enhancing, documenting, and managing complex data application tools. Exceptional knowledge of Excel. Knowledge of SAS environment. Skill in working under pressure in a team environment. High ability to collaborate on complex projects across multiple offices and departments. Thorough knowledge of accountability, accreditation, and evaluation business processes and standards. Ability to instruct and direct team members and communicate with others, both verbally, and in writing. Thorough knowledge of project management methodologies. Skill in planning, managing, controlling, and delivering complex projects on time, within budget, and to the satisfaction of multiple and diverse audiences. Ability to set priorities. Willingness to research and support emerging technologies and processes. Skill in public speaking.

CERTIFICATES, LICENSES, REGISTRATIONS:

NA

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.

NA.

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

D. CLARK

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