POSITION TITLE: Senior Compliance Analyst - PEIMS

CONTRACT LENGTH: 12M

DATE: 10/20/15

DATE OF LAST REVISION: 07/06/21

JOB CODE: AD0345

PAY GRADE: 30

FLSA EXEMPTION STATUS: E

Job Family - Administration

JOB SUMMARY

Manages the implementation and maintains the collection, auditing, and reporting of the District’s PEIMS and Texas Student Data System. Supervises and provides customer support to all HISD schools in the delivery of PEIMS and TSDS activities. Occasional statewide travel is required.

MAJOR DUTIES & RESPONSIBILITIES

<table>
<thead>
<tr>
<th>List most important duties first</th>
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<tr>
<td>1. Coordinates the collection, integration, and formatting of all data required for PEIMS submission according to PEIMS Data Standards.</td>
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<td>2. Responsible for the submission of fall, mid-year, summer, and extended year PEIMS data in Texas Education Agency (TEA)</td>
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<td>3. Disseminating PEIMS related information received from TEA and the Regional Education Service Center to other district/department staff.</td>
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<td>4. Runs edits, reports, and verification checks on data to ensure accuracy of information.</td>
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<td>5. Distributes edits and reports to appropriate staff for analysis, verification, and correction.</td>
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<td>6. Plan/Coordinate with SIS to implement and maintain the verification of PEIMS data as well as ensuring effective integration between and among vertical and horizontal systems for assigned programs or teams to enhance customer satisfaction.</td>
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<td>7. Operate as a Liaison with 3rd party data warehouse vendors to validate and confirm systems includes update state reporting codes.</td>
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<td>8. Operate as a Liaison with Student Information System to validate and confirm system of record includes updated state reporting codes.</td>
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<td>9. Develop and or assist with the creation or testing of reports using the District reporting tools.</td>
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<td>10. Manage and utilize district policies and TEA regulations effectively for maintaining systemic process and practices.</td>
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<td>11. Work with cross functional IT departments and Programmers to resolve complex data issues as it pertains to system extracting and or reporting of the district’s data.</td>
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<td>12. Produces visually effective training videos showing application functionality and includes appropriate narration and screen captures.</td>
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<td>13. Performs other job-related duties as assigned.</td>
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**Houston Independent School District**  
*Job Description*

**EDUCATION**  
Bachelor's Degree

**WORK EXPERIENCE**  
3 to 5 years of experience in computer-based information management/end user support and training  
3 to 5 years of experience providing PEIMS technical assistance to school districts preferred  
3 to 5 years of experience directly working with PEIMS data and submitting interchanges

**TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION**  
- Microsoft Office, Chancery; Office equipment (e.g., computer, copier)  
- Working knowledge of Microsoft Access, SQL, and XML  
- Knowledge of Texas public school PEIMS guidelines and Texas Student Data System (TSDS) required  
- Knowledge of PEIMS data standards required  
- Advanced understanding of Student Information Systems/Finance/HR management systems as they relate to PEIMS. Knowledge of acceptable research methods and best practices  
- Knowledge of TEA rules, regulations, and district policies concerning PEIMS  
- Skills in planning, coordinating, implementing, and maintaining comprehensive data collection.

**LEADERSHIP RESPONSIBILITIES**  
Manages. Accomplishes the majority of work objectives through the management of direct reports. Provides day-to-day direction to staff; may become directly involved, as required, to meet schedules and resolve problems. Responsible for assigning work, meeting completion dates, interpreting and ensuring application of policies and procedures. Receives assignments in the form of objectives, with goals and the process by which to meet goals. Provides input to hiring, performance and budget.

**WORK COMPLEXITY/INDEPENDENT JUDGMENT**  
Work is substantially complex, varied and regularly requires the selection and application of technical and detailed guidelines. Independent judgment is required to identify, select, and apply the most appropriate methods as well as interpret precedent. Position regularly makes recommendations to management on areas of significance to the department. Supervision received typically consists of providing direction on the more complex projects and new job duties and priorities.

**BUDGET AUTHORITY**  
No budget development activity is required.

**PROBLEM SOLVING**  
Decisions are made with greater freedom and discretion, including recommendations that are subject to approval on matters that may affect multiple departments across HISD. Job is frequently expected to recommend new solutions to problems, to improve existing methods/procedures/services and generate new ideas. May also review decisions made by other individuals on more routine matters.

**IMPACT OF DECISIONS**  
Decisions have moderate impact to the facility/department or division, causing increased satisfaction or dissatisfaction; producing efficiencies or delays; promoting or inhibiting personal intellectual or professional development; and/or contributing to financial gain or expense. Errors may be serious, usually not subject to direct verification or check, causing losses such as improper cost calculations, overpayment or improper utilization of labor, materials or equipment. Effect usually confined to the organization itself and is short term.

**COMMUNICATION/INTERACTIONS**  
Collaborate and solve problems - works with others to resolve problems, clarify or interpret complex information/policies, and provide initial screening/negotiations without approval authority. Interactions are typically with customers, senior level professional staff, and managers.

**CUSTOMER RELATIONSHIPS**  
Regularly assesses and diffuses complex, and escalated customer issues. Takes personal responsibility and accountability for solving systemic customer service problems. Regularly explores alternative and creative solutions to meeting the needs of the customer within HISD's policies and guidelines.

**WORKING/ENVIRONMENTAL CONDITIONS**  
Work is normally performed in a typical interior work environment which does not subject the employee to any hazardous or unpleasant elements. Ability to carry and/or lift less than 15 pounds.