

Data Management and Reporting Analyst
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262726>

Downloaded On: Sep. 19, 2025 2:59pm

Posted Sep. 19, 2025, set to expire Jan. 28, 2026

Job Title Data Management and Reporting Analyst

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Sep. 19, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Research/Technical/Laboratory

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5085932/data-management-and-reporting-analyst>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

**Data Management and Reporting Analyst
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=262726>

Downloaded On: Sep. 19, 2025 2:59pm

Posted Sep. 19, 2025, set to expire Jan. 28, 2026

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:

1. Current department chair(s) (for faculty) or supervisor(s);
2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

Data Management and Reporting Analyst South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262726>

Downloaded On: Sep. 19, 2025 2:59pm

Posted Sep. 19, 2025, set to expire Jan. 28, 2026

SUMMARY DESCRIPTION

Under the direction of an appropriate level manager, the Data Management and Reporting Analyst supports data management, reporting, and analytical functions aligned with the district's transition to and ongoing operation of the ERP system and associated modules. This position plays a critical role in ensuring data quality, enabling effective reporting, and supporting institutional decision-making. This position is responsible for ensuring data integrity, facilitating efficient data migration, and developing standardized and ad hoc reports to support institutional decision-making.

REPRESENTATIVE DUTIES

The following duties are typical for this position. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Collaborate with stakeholders across functional areas (student services, instruction, finance, HR, etc.) to define and meet data and reporting needs during and after the implementation of the ERP system and related modules.

Develop and maintain reports, dashboards, and data extracts using ERP tools and business intelligence platforms (e.g., Insights, SQL Server Reporting Services, Tableau).

Assist in planning and executing data migration and validation efforts related to the implementation of the ERP system and associated modules and future additional modules that may be purchased or locally developed.

Support ongoing data governance efforts to ensure data consistency, reliability, and compliance with internal standards and external reporting requirements.

Analyze data workflows and recommend improvements to streamline processes and enhance reporting capabilities.

Data Management and Reporting Analyst South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262726>

Downloaded On: Sep. 19, 2025 2:59pm

Posted Sep. 19, 2025, set to expire Jan. 28, 2026

Monitor scheduled reporting processes and troubleshoot issues as needed.

Translate end-user requirements into technical specifications for reports, dashboards, and data extracts.

Create and maintain documentation of data definitions, reporting procedures, and training materials.

Serve as a liaison between IT, Institutional Research offices, and administrative/academic departments on data and reporting initiatives.

Ensure compliance with FERPA and all applicable data privacy regulations.

Participate in workgroups, task forces, and committees related to the ERP implementation and ongoing operations, institutional effectiveness, and reporting.

Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Commercial ERPs (e.g., Banner and associated third party modules) data structure, reporting environments, and reporting, particularly in a SaaS environment.

Institutional research in a college environment, accreditation reporting (e.g., ACCJC), and compliance frameworks (e.g., MIS, IPEDS).

Report development tools for operational and analytical reporting.

Programming and scripting languages used in data management including structured query

**Data Management and Reporting Analyst
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=262726>

Downloaded On: Sep. 19, 2025 2:59pm

Posted Sep. 19, 2025, set to expire Jan. 28, 2026

language (SQL).

Database concepts, data warehousing technologies, and data visualization tools.

Programming languages used by the district to support the ERP, or others currently in industry use.

Agile software development methodologies.

Object-oriented software development techniques and tools.

Job scheduling and management automation tools.

Software development collaboration tools.

Technical writing skills to document applications and instructional content.

Problem solving and analytical skills.

Communications techniques to facilitate group processes, conduct training and provide technical support.

Ability to:

Perform all of the relevant duties of the position.

Work with users to gather requirements, analyze, design, develop, test and deploy reporting and analytics solutions for users.

Employ programming, scripting and reporting languages to develop and maintain reports and analytics.

Utilize relational database management systems (SQL query development, etc.) and data warehouse environments.

Work independently and collaboratively in a diverse, equity-minded environment.

Data Management and Reporting Analyst South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262726>

Downloaded On: Sep. 19, 2025 2:59pm

Posted Sep. 19, 2025, set to expire Jan. 28, 2026

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with colleagues.

Adapt to changing organizational technology needs.

Manage complex projects and collaborate effectively with cross-functional teams.

Employ strong analytical, organizational, and problem-solving skills.

Be detail-oriented with a commitment to data accuracy and quality.

Maintain currency with rapidly changing technology.

Communicate technical and complex information to 'non-technical' users.

Provide training to users on reporting and analytics solutions.

Adapt to tight deadlines and evolving priorities.

Effectively acknowledge and take corrective action from assigned supervisor or designee.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Bachelor's degree from an accredited college or university with major course work in Computer Science, Data Science, Software Engineering, Business, Information Technology, IT Management, Information Systems, or related field.

**Data Management and Reporting Analyst
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=262726>

Downloaded On: Sep. 19, 2025 2:59pm

Posted Sep. 19, 2025, set to expire Jan. 28, 2026

Experience:

At least four years of experience in Computer Science, Data Science, Software Engineering, Business, Information Technology, IT Management, Information Systems, or related field.

Licenses, Certificates, and/or Other Requirements:

A valid California driver's license may be required.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Work Environment

Duties are performed primarily in an office environment at a desk or computer workstation. Incumbents are subject to frequent contact in person and on the telephone with administrative, management, supervisory, academic, and classified staff. Work may require travel to other offices or locations to attend conferences, meetings, or conduct work.

Physical Demands

Typically, must sit for long periods, use hands and fingers to operate a computer keyboard, remember key information, and concentrate for prolonged periods. Must see to read all printed materials, including fine print, computer screens, and electronic displays. Must hear and understand voices to conduct face-to-face and telephone conversations. Must speak in an

**Data Management and Reporting Analyst
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=262726>

Downloaded On: Sep. 19, 2025 2:59pm

Posted Sep. 19, 2025, set to expire Jan. 28, 2026

understandable voice with sufficient volume to be heard within a normal conversational distance, on the telephone, and when addressing groups. Must be able to transport oneself to places necessary to perform job duties. May need to lift, carry, and/or move objects weighing up to 10 pounds.

Supplemental Information

Range **140** of the **CSEA** Salary Schedule

Work schedule: **Monday - Friday (8:00AM - 5:00 PM)** - Schedule and shift are subject to change in accordance with the department's needs.

Required Documents: **Resume & Cover Letter**

Applications missing the required documents will not be considered.

Hours Per Week: **40**

Months: **12**

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The South Orange County Community College District (SOCCCD) will not sponsor any visa applications.

**Data Management and Reporting Analyst
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=262726>

Downloaded On: Sep. 19, 2025 2:59pm

Posted Sep. 19, 2025, set to expire Jan. 28, 2026

Employees must reside in California while employed with the SOCCCD.

California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or

**Data Management and Reporting Analyst
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=262726>

Downloaded On: Sep. 19, 2025 2:59pm

Posted Sep. 19, 2025, set to expire Jan. 28, 2026

www.saddleback.edu. Paper copies are available in the Human Resources office upon request.

Non-Discrimination Notice:

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

California Fair Chance Act:

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community.

The SOCCCD is committed to ensuring that all students have the opportunity to succeed in their classes and as such, to eliminating institutional barriers that disproportionately impact students of color. Irvine Valley College and Saddleback College are deeply committed to fostering an inclusive environment where students, staff, and faculty from diverse backgrounds can thrive

Data Management and Reporting Analyst
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=262726>

Downloaded On: Sep. 19, 2025 2:59pm

Posted Sep. 19, 2025, set to expire Jan. 28, 2026

**Data Management and Reporting Analyst
South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=262726>

Downloaded On: Sep. 19, 2025 2:59pm

Posted Sep. 19, 2025, set to expire Jan. 28, 2026

academically and professionally.

Irvine Valley College (IVC) serves approximately 21,584 students, reflecting a rich diversity: 41% Asian, 2% Black/African-American, 21% Hispanic/Latino, 8% Southwest Asian and North African, 5% two or more races, and 21% White in Fall 2024.

Similarly, Saddleback College (SC) serves around 25,789 students, with demographics showing 12% Asian, 2% Black/African-American, 29% Hispanic/Latino, 5% two or more races, and 47% White in Fall 2024.

These numbers underscore the importance of our commitment to eliminating equity gaps across all student demographics through implementing dynamic, student-centered practices and policies. To support the academic and career success of our diverse student body, we seek a candidate who will actively contribute to our mission of inclusivity and support. The ideal candidate's values will align with SOCCCD's goals for Diversity, Equity, and Inclusion (DEI) and Equal Employment Opportunity (EEO).

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

,