Job Title: LEIS System Statistical Analyst Senior
Department: College and Career Readiness
Grade: F
FLSA: Non-Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:
Assists the Director with the operations of the department and performs as a lead Analyst to ensure the necessary information for Basic Skills students is reported to determine future program funding.

Characteristic Duties and Responsibilities:

1. Reviews students’ information in the Basic Skills programs to ensure that vital statistics are captured, verified and reported correctly and timely.

2. Coordinates office activities; ensures a smooth flow of operations; recommends improvements in policies and procedures.

3. Assists staff in resolving problems in the absence of the Director.

4. Coordinates and monitors administrative projects to ensure deadlines are met; reviews completed administrative tasks and makes corrections as necessary.

5. Monitors and processes supply orders.

6. Monitors the departmental budgets; provides budget reports and participates in the annual budget processes.

7. Assists the Director with office correspondence, travel and other administrative forms.

8. Trains office staff in LEIS and office policies and procedures.

9. Monitors the DMV databases for driving records of students under 18 years of age and process certificate of eligibility forms to obtain licenses or permits.

10. Conducts briefings for students under 18 years of age entering the GED program and their parents.

11. Conducts LEIS information sessions for Basic Skills faculty and Program Coordinators on the collection and recording of LEIS data; reviews required LEIS forms and updates.

12. Performs other duties as assigned.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position’s role, scope, FLSA status, or grade. Revised Sept 2012
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Reporting Relationships:

Direction Received: Reports to the Director, Basic Skills Compliance & Reporting

Direction Given: No authority or responsibility for the supervision of others, project direction, or program management

Minimum Requirements:
High school diploma or GED and 2 years of administrative office experience; ability to use ten-key by touch method and type over 70 words per minute;

Preferred Qualifications:
Experience using Datatel Colleague system

Knowledge, Skills, Abilities and Worker Characteristics:
Knowledge of North Carolina Community College System Administrative Code
Knowledge of Basic Skills program policies, procedures and reporting rules
Strong computer skills
Ability to use the LEIS user manual
Knowledge of the college’s policies and procedures
Knowledge of DMV records, procedures, and DMV Drop Out Prevention laws
Knowledge of the National Reporting System for LEIS
Leadership skills
Good communication skills, verbal and written
Ability to work well with individuals with diverse backgrounds

Working Conditions:

Typical office environment

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