



JOB DESCRIPTION: FTE ANALYST

DEPARTMENT:	Financial Services	REPORTS TO:	FTE Administrator
JOB CLASS:	Analyst	PAY GRADE:	18
EXEMPT STATUS:	Exempt	DATE:	10/21/2014

Our Mission is to deliver a high quality, technology-based education that provides the skills and knowledge students need for success.

POSITION GENERAL SUMMARY:

The FTE Analyst serves as the main data analysis resource for FTE reporting. The FTE Analyst oversees FTE submissions to the Florida Department of Education. The FTE Analyst performs data retrieval, extraction, translation, error resolution, and analysis on FTE data.

ESSENTIAL POSITION FUNCTIONS:

- Oversee student and staff submissions to the Florida Department of Education (FLDOE) including, but not limited to: data retrieval, analysis, submitting, error resolution and reporting
- Extract data from various systems
- Translate FLDOE data requirements
- Provide data analysis on funding submitted, as requested by internal or external parties
- Review FLDOE websites for impacts to FLVS FTE reporting requirements
- Represent requirements and design changes affecting FTE reporting through requirements documents and/or Joint Engineering Design sessions (JED) / Joint Application Development sessions (JAD)
- Maintain survey deadlines and ensure submissions are completed within established timeframes
- Coordinate relationships between FLVS and external parties
- Ensure FTE processes are identified and defined upon any legislative changes
- Escalate issues and problems to supervisor that prevent or hinder the delivery of high quality support to internal and external parties
- Verify that services are being delivered to appropriate parties as documented and within stated deadlines, focusing on quality and support of the service
- Interact with appropriate parties to identify and provide solutions for areas that require service improvement and new areas for support
- Meet professional obligations through efficient work habits such as, meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrate respect for others
- All work responsibilities are subject to having performance goals and/or targets established as the result of organizational planning

(These essential functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related duties as required.)

MINIMUM REQUIREMENTS:**Education:**

- Bachelor's degree in Accounting, Finance, Computer Science; or equivalent combination of education and relevant experience

Experience:

- Three years' experience in data analysis, reporting, or related functional area
- Two years' experience in project management, preferred

Knowledge, abilities and skills:

- Knowledge of K-12 online education systems
- Knowledge of FLDOE State Reporting requirements
- Knowledge of financial data/basic accounting principles, preferred
- Advanced Excel skills
- Ability to communicate with team members to ensure deadlines are met
- Ability to communicate with FLDOE to ensure compliance in state reporting
- Ability to work with other functional areas to ensure accurate data reporting
- Ability to effectively determine appropriate methods of reporting data within the requirement guidelines
- Ability to analyze changing data element requirements and determine next course of action
- Ability to troubleshoot data errors and determine next course of action
- Ability to work independently with minimal supervision, establishing priorities and meeting aggressive deadlines
- Strong research and analytical skills
- Excellent written and verbal communication skills
- Excellent interpersonal and customer service skills within all levels of the organization

CORE COMPETENCIES FOR SUCCESS:

COMMUNICATION SKILLS <i>Clearly and effectively conveys and/or presents information verbally; Shares ideas and perspectives and encourages others to do the same; Writes in a clear, concise, organized and convincing way for the target audience; the message has a distinct beginning, middle and end and is error-free; Informs others involved in a project of new developments; Disseminates information to other employees, as appropriate; effectively uses multiple channels to communicate important messages; Keeps supervisor well informed about progress and/or problems</i>	INTERPERSONAL SKILLS <i>Relates well with others; treats others with respect; Shares views in a tactful, considerate way; Demonstrates diplomacy by approaching others about sensitive issues in non-threatening ways; Considers and responds appropriately to the needs, feelings and capabilities of others in various situations or settings; Fosters an environment conducive to open, transparent communication among all levels and positions; Takes the initiative to get to know internal and external customers; Effectively handles challenging or tension-filled situations</i>
CUSTOMER FOCUS <i>Prioritizes customers (internal and external) and their needs as primary; Develops and maintains customer relationships; builds credibility and trust; Quickly and effectively solves customer problems; Provides prompt, attentive service in a cheerful manner; adapts to changing information, conditions or challenges with a positive attitude; Incorporates customer feedback into delivery of service to provide the best experience possible for the customer; Actively promotes FLVS in community by serving as a FLVS ambassador or volunteer</i>	FUNCTIONAL EXPERTISE <i>Has the skills, abilities, knowledge and experience to be successful in functional area of expertise; Dedicates time and energy to keeping abreast of the latest information related to area of expertise; Approaches problems resourcefully and creatively; actively pursues information related to problems; effectively generates solutions in a timely manner; Embraces and utilizes new technologies; Produces high quality work in organized and timely fashion; Manages time and priorities effectively</i>

INDIVIDUAL CONTRIBUTOR COMPETENCIES FOR SUCCESS:

PEER RELATIONSHIPS <i>Finds common ground and solves problems for the good of all; Can represent his/her own interests and yet be fair to other groups; Solves problems with peers with minimal "noise"; Is seen as a team player and is cooperative; Easily gains trust and support peers; Encourages collaboration; Is candid with peers</i>	CREATIVITY <i>Comes up with a lot of new and unique ideas; Easily makes connections among previously unrelated notions; Tends to be seen as original and value-added in brainstorming sessions; Takes calculated risks; Is not afraid to try new things and potentially "fail fast"</i>
SELF KNOWLEDGE <i>Seeks feedback; Gains insight from mistakes; Is open to constructive criticism; isn't defensive; Proactively seeks to understand his/her strengths and areas for growth; applies information to best serve organization; Recognizes how his/her behavior impacts others and incorporates insight into future interactions</i>	PLANNING <i>Accurately scopes out length and difficulty of tasks and projects; Sets objectives and goals; Breaks down work into the process steps; Develops schedules and task/people assignments; Anticipates and adjusts for problems and roadblocks; Measures performance against goals; Evaluates results</i>
ORGANIZING <i>Uses his/her time effectively and efficiently; Concentrates his/her efforts on the more important priorities; Can attend to a broader range of activities as a result of organizing time efficiently; Can marshal resources (people, funding, material, support) to get things done; Can orchestrate multiple activities at once to accomplish a goal; Arranges information and files in a useful manner</i>	PROBLEM SOLVING <i>Uses rigorous logic and methods to solve difficult problems with effective solutions; Probes all fruitful sources for answers; Can see hidden problems; Is excellent at honest analysis; Looks beyond the obvious and doesn't stop at the first answers</i>
DRIVE FOR RESULTS <i>Can be counted on to exceed goals successfully; Very bottom-line oriented; Steadfastly pushes self and others for results; Is full of energy for the things he/she sees as challenging; Not fearful of acting with a minimum of planning; Consistently <u>seizes opportunities</u>; Consistently <u>exceeds goals</u></i>	

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL CONDITIONS:

- Location: Remote
- Frequency of travel: Occasional travel is required for meetings, trainings and conferences; location may vary and may require overnight stays
- Light physical activities and efforts required working in an office environment

(Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.)

FLVS does not discriminate in admission or access to, or treatment or employment in its programs and activities on the basis of race, color, religion, age, sex, national origin, marital status, disability, genetic information or any other reason prohibited by law.