

**Anoka-Hennepin Independent School District #11**  
**Job Description**

**Title:** Data Compliance Analyst  
**Department:** Office of General Counsel  
**Reports to:** General Counsel  
**Prepared Date:** June 8, 2022

**SUMMARY OF RESPONSIBILITIES**

Develop, implement, and manage the District's data practices and records management system including the management and intake and processing of public data requests, review legal documents for compliance and provide administrative support to the Office of General Counsel. Ensure system-wide compliance with the Minnesota Government Data Practices Act (MGDPA), the Family Educational Rights and Privacy Act (FERPA), and other state and federal data, records, and procurement laws. This position will serve as the District's Data Practices Designee.

**DUTIES AND RESPONSIBILITIES**

- Performs analytical and administrative duties for the Office of General Counsel, including administrative support of the Paralegal.
- Develops and evaluates short and long-term strategies to facilitate delivery of improved departmental services for data requests, contract review, electronic and physical file storage, and record retention.
- Manage the electronic and paper data systems for Data Practices requests.
- Respond to inquiries and manage any associated databases.
- Responsible for legal contract review and implementing best practices in partnership with the Finance and Purchasing departments.
- Legal review of contract service agreements, community partnership agreements, Request for Proposals, bids, and other legal document to ensure compliance with local rules, state and federal law; and procurement rules and regulations.
- Recommend best practices for contract agreements with a focus on fiscal responsibility and negotiating in the best interests of the District, in alignment with District priorities.
- Resolve issues arising from the creation, collection, use, and dissemination of data.
- Develop, assess, and conduct training programs for staff as it related to data privacy and contract review.
- Various legal research projects.
- Works independently, and makes appropriate decisions based on experience; performs work within scope of authority.
- Perform other tasks and assume other responsibilities as assigned.

**EDUCATION and/or EXPERIENCE**

Requires Bachelor's degree in Business or related field preferred, or five years of experience in related field.

## **SUPERVISORY RESPONSIBILITIES**

None

## **EDUCATION and/or EXPERIENCE**

Bachelor's Degree in Business or Public Administration, Law, or related degree. Five years of professional analytical/legal support and contract review experience or an equivalent combination of education, training, and experience. Five years of experience in implementing and managing data compliance activities in accordance with state and federal law. Experience and education to successfully manage a complex system in a large public organization. Experience in implementing and managing data governance initiatives including data review and analysis

## **CERTIFICATES, LICENSES, REGISTRATIONS**

A valid Minnesota State Driver's License may be required.

## **KNOWLEDGE, SKILLS & ABILITIES**

Experience and education to successfully manage a complex system and effectively communicate with stakeholders in a large public organization.  
Excellent planning, coordination, organization, research, and problem-solving skills with ability to collaborate and think both strategically and tactically.  
Excellent interpersonal skills and written communication skills.  
Knowledge of laws effecting school districts including comprehensive knowledge of the MGDPA and FERPA.  
Ability to write comprehensive reports, summaries, correspondence, and procedures.  
Ability to maintain regular and punctual attendance, which includes completing an assigned day, and attending evening and weekend obligations as necessary.

## **PREFERRED EXPERIENCE**

Juris Doctor degree or Master's Degree in Public Administration preferred. Five years experience processing and managing data requests, document review or similar experience preferred. School district or public service experience preferred.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Most work is performed in an office or school building. Ability to travel to various district sites is occasionally required. The noise level in the work environment is usually quiet. Ability to travel between buildings during day may be necessary.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers, handle, or feel; talk; and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus