



JOB DESCRIPTION

DATA ANALYST I, II

261 Days – Range 1 Classified Management Salary Schedule (ESD/HSD)

DEFINITION: Under the direction of the Director of Strategic Initiatives, performs a variety of technical duties requiring excellent communication skills; utilize specialized knowledge and independent judgment involving frequent and responsible public contact; assist with data analysis and support activities including implementation of studies and analyses; analyze, program and modify database management systems; independently plan and report on a variety of highly complex statistical research projects.

DIRECTLY RESPONSIBLE TO: Director of Strategic Initiatives

EXAMPLES OF ESSENTIAL FUNCTIONS:

- Respond to and fulfill data requests from school sites and district administrators as directed and provide follow-up and subsequent support as requested.
- Compile and process information from a variety of sources including the District's data systems and external data systems to fulfill requests.
- Provide technical advice on data analysis and research methodologies as needed.
- Review research reports prepared utilizing District data.
- Work with the District's technical staff to obtain, maintain, clean, and process data retrieved from the student information system, data contained on the District's data portal, Human Resources data, and other relevant facts.
- Document and distribute information regarding data inconsistencies, errors and changes in variable definitions or coding that are discovered in the course of completing requests and communicate data deficiencies with Technical Services, RA&A staff, and data requestors, as appropriate.
- Focus on customer service and provide results-oriented, time-saving value to principals.
- Serve as trusted resource to district administrators and facilitate communication within schools and throughout the District.
- Develop, design and write necessary programs and documentation for database systems and determine appropriate content and format of data to support report design.
- Develop, edit, and report District assessment data.
- Develop response sheets and reports using the assessment management system.
- Provide training on data analysis, data systems and appropriate use of data to school sites staff.
- Identify and communicate information to sites and departments.
- Perform related duties as assigned.

EDUCATION, TRAINING AND EXPERIENCE

The successful candidate may qualify for the Data Analyst I or II range based on experience:

- Data Analyst I: Any combination of education, training and/or experience equivalent to: bachelor's degree and two years experience in research, analysis and report preparation and/or use of data in a school setting.
- Data Analyst II: Any combination of education, training and/or experience equivalent to: bachelor's degree and four years experience in research, analysis and report preparation.

LICENSES, CERTIFICATES AND CLEARANCE:

- Valid California driver's license
- TB Clearance
- DOJ/Fingerprint Clearance (upon offer of employment)

REQUIRED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Technical data support services
- Research techniques; correct English usage, grammar, spelling, and punctuation
- Telephone techniques, systems and etiquette
- Interpersonal skills using tact, patience and courtesy; good communication skills and techniques
- District policies, applicable sections of the State Education Code and other laws and regulations
- Collection and organization of information including electronic data
- Methods to interpret apply and explain rules, regulations, policies, and procedures
- Computer software, hardware, and related technology
- Training and professional development programs and techniques
- Database and statistical software

ABILITY TO:

- Perform a variety of technical duties involving specialized knowledge and independent judgment
- Prioritize responsibilities to provide timely support to schools in using a broad range of tools and other applications
- Communicate clearly; understand and interpret District and other rules, policies and procedures
- Understand and follow oral and written directions in English; work independently
- Work with computer software, hardware, and related technology
- Meet schedules and time lines
- Maintain records
- Analyze situations accurately and take appropriate action
- Work cooperatively with others
- Complete work accurately and as directed with many interruptions
- Organize, coordinate and prioritize a large volume of activities, programs and services
- Identify and resolve school site and other issues in a timely manner
- Prepare comprehensive narrative and statistical reports

PHYSICAL REQUIREMENTS:

Dexterity of hands and fingers to operate a computer keyboard; sitting or standing for extended periods of time; hearing and speaking to exchange information and make presentations; seeing to read, write and use the computer; kneeling and bending at the waist, reaching overhead, above the shoulders and horizontally; lifting moderately heavy objects.

Board Approved:

The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.