

MODESTO CITY SCHOOLS

PROPOSED

Job Description

JC# 1422

DATA ANALYST TECHNICIAN

OVERALL RESPONSIBILITY

Under the direction of the Director II, Assessment and Evaluation or designee, conduct a variety of analytical activities; analyze data, information, proposed legislation, policies and procedures for assigned project; and prepare and present reports and professional development; prepare training materials and provide professional development for district employees regarding assessment administration, analysis of data, and assigned projects.

SPECIFIC RESPONSIBILITIES

1. Use computer software or cloud-based applications for data base, spreadsheet, word processing, desktop publishing graphic operations, and electronic access to information. *E*
2. Provide training and technical assistance in a variety of venues, in person and online, to district personnel and others regarding project requirements, assessment procedures, data analysis, and other matters. *E*
3. Compile school profiles and accountability reports using school test data and school information. *E*
4. Coordinate the collection and preparation of data and information required by Federal and State compliance agencies, dictated by project needs, and necessary for leadership knowledge and decision-making. *E*
5. Conduct and analyze the results of data and information; gather surveys pertaining to assigned projects and community needs; prepare reports and formulate recommendations as appropriate. *E*
6. Review and process data and information requests. *E*
7. Actively perform and request data validation with district staff to review reports for accuracy in order to prevent all errors on department reports/projects. *E*
8. Develop, communicate and monitor project timelines to ensure timely completion. *E*
9. Produce answer sheet pre-coding and maintain scanning procedures. *E*
10. Assist site and district staff with assessment management needs including creating and editing assessments, scanning or scoring student responses, accessing or interpreting results, and troubleshooting program issues. *E*
11. Respond to inquiries regarding project data requirements; interpret project regulations, policies, and procedures and advise clients. *E*
12. Import and export data into applications to generate user accounts, rosters, assessment data and other functionality as needed for assigned projects. *E*
13. Observe and comply with laws that pertain to confidentiality and the transmission of student or employee data. *E*
14. Compose executive correspondence and reports intended for public viewing; maintain records and files. *E*
15. Communicate with district personnel and outside agencies to securely exchange information and resolve issues or concerns. *E*

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16. Assist in production of district and State test result reports and assist stakeholders in interpreting the outcomes. *E*
17. Assist in the research of State and Federal regulations and applicable provisions related to project specific matters and assist in the development and publication of analyses of new regulations. *E*
18. Assist in the development and updating of specific project policies, procedures and related forms and notices for the District Office and for outside agencies, community partners and districts. *E*
19. Organize, distribute, process, and monitor the collection of district, state, and college readiness tests. *E*
20. Attend state training, webinars, and conferences about testing and educational data; recommend and apply changes to assigned programs. *E*
21. Collect and maintain organized digital and physical records, testing affidavits, testing plans, and other documents required in the administration of State, local, and college readiness testing or other assigned projects. *E*
22. Assist with assessment and student information programs or portals to maintain ready access to accurate assessment and student information. *E*
23. Assist, as needed, with the administration of assessments and maintaining secure testing environments. *E*
24. Utilize technology to input, create, maintain, or update records, reports, or other related information.
25. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
26. Perform other related duties as assigned.

SALARY

Classified Unit Salary Schedule

QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Ability to activate a personal computer and load software from a link or external storage.
- Ability to perform complex formulas, pivot tables, conditional formatting and other advanced skills in spreadsheet and database programs.
- Knowledge of basic database logic and queries.
- Ability to enter requisitions, purchase orders and receipts into computer, and verify quantities and prices.
- Knowledge of and ability to use e-mail and calendaring projects.
- Ability to access the Internet using a search tool or web address to locate information, bookmark and print electronic information.
- Knowledge of letter and report writing techniques.
- Ability to collaborate with a team for project timelines and completion.
- Ability to create/use shared documents/cloud concept to communicate and work as member of the team.

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QUALIFICATIONS

Knowledge/Ability

Minimum Requirements:

- Knowledge of modern office methods and practices.
- Ability to perform a variety of highly responsible tasks with speed and accuracy.
- Ability to perform basic arithmetic calculations with speed and accuracy.
- Ability to establish and maintain accurate records and files.
- Ability to operate modern office equipment (e.g. ten-key calculator, duplicating machine, fax machine, etc.)
- Ability to express initiative, adaptability and confidentiality.
- Ability to analyze situations and take an effective course of action.
- Ability to independently assemble, interpret and organize information and financial and statistical data for reports, manuals and schedules.
- Ability to screen a volume of communication and discriminate between routine and priority matters.
- Ability to use correct English grammar, syntax, spelling and punctuation.
- Ability to compose correspondence, memoranda, bulletins and reports independently using correct English grammar, syntax, spelling and punctuation.
- Ability to understand and carry out oral and written instructions given in English.
- Knowledge of general first aid procedures, if assigned to a school site.

Desirable Qualification:

- Knowledge of and ability to use graphics and desktop publishing programs to develop data and produce visualizations, correspondence, reports, publications, presentations and projects.
- Knowledge of school operation, policies, regulations and procedures.

Experience

Minimum Requirement:

- Three (3) years experience performing complex work tasks.
- Three (3) years experience performing complex work tasks (e.g., creating and manipulating digital spreadsheets and data including generating charts as well as the use of sorting, filtering, conditional formatting, and pivot tables, etc.), using Microsoft Word, Access, Excel or other software programs.

Education

Minimum Requirement:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

Desirable Qualification:

- Two (2) years college course work or training in secretarial, clerical, bookkeeping, accounting, database, data analysis, or general office procedures skills, including computer data entry.

License(s)/Certificate(s)/Permit(s)

Minimum Requirement:

- Typing certificate evidencing an ability to keyboard at a net rate of 40 words per minute.

Physical Characteristics

With or without the use of aids:

- Sufficient vision to read small print.
- Sufficient depth perception to file documents.
- Sufficient hearing to hear normal and telephone conversations.
- Ability to speak in a voice that can be clearly heard and understood on the telephone and in face-to-face conversations.

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QUALIFICATIONS (continued)

Physical Characteristics

With or without the use of aids:

Sufficient dexterity to manipulate small objects, print or write legibly, operate telephone, use computer keyboard, typewriter and other business machines.

Sufficient physical ability to sit or stand for prolonged periods of time.

Sufficient physical ability to reach horizontally and vertically with arms.

REPORTS TO

Director II, Assessment and Evaluation or designee

Cabinet Approved: 2/11/20

Unit Approved:

Board Approved: