

Sonoma County Office of Education – Job Description

Classified

DATA ANALYST - SELPA

Definition:

Under the direction of the Executive Director of Sonoma County and Sonoma County Charter Special Education Local Plan Area (SELPAs), the job of the Data Analyst includes coordinating, training, and supporting ongoing activities related to special education school information systems such as online IEP writing systems (Special Education Information System (SEIS)), student information systems (SIS), California Longitudinal Pupil Achievement Data System (CALPADS), and other resource application systems as assigned; troubleshooting problems with the above systems; resolving reports and data issues; analysis of special education data; oversight and certification of special education data for state and federal reporting; compiles complex reports related to special education funding; provides software quality assurance by testing new or modified systems and to perform related duties as assigned.

Distinguishing Characteristics:

This position requires a thorough understanding of the internal operations of special education information systems from the user's perspective related to Individualized Education Plans (IEP), Individualized Service Plan (ISP) for Private School Plans, and Individual Family Service Plans (IFSP), special education data management, and special education data reporting to the California Department of Education (CDE). This class provides expert and advisory guidance to county and district staff in the use of special education information systems and supports staff in maintaining the accuracy and reliability of the systems.

Supervision Exercised and Received:

Employees in this class receive limited supervision within a broad framework of policies and procedures. The incumbent receives direction and training and supervision from the Executive Director, Sonoma County and Sonoma County Charter SELPAs.

Example of Duties and Responsibilities:

Duties and Responsibilities may include, but are not limited to, the following:

- Advises county and district users of Special Education Information System (SEIS) for the purpose of collecting, organizing, analyzing, and reporting all special education information required by districts and by county, state and federal agencies.
- Assists with state special education compliance monitoring activities and provides prevention guidance.
- Assists with day-to-day technical support for the special education system.
- Creates custom reports using a variety of software and database tools.
- Researches and investigates CALPADS requirements including attending trainings, consulting with other districts and researching California Department of Education (CDE) websites.
- Conducts workshops/seminars and trainings for district and County Office personnel in utilization of special education management systems and how it interacts with CALPADS; assesses training

needs of users; develops workshop curriculum; creates written documentation and workshop materials; schedules and executes training sessions and reviews evaluation forms of participants; creates video tutorials; and trains one-to-one as needed.

- Acts as an information resource to special education staff concerning computer and software applications; researches and resolves problems; incorporates repeated questions into training programs.
- Plan, implement and supervise projects; work with others on a special project basis to design and format software programs to achieve desired results. Performs other special projects as assigned.
- Troubleshoots computer hardware and software problems and takes corrective action.
- Acts as liaison between software vendors and SELPAs; coordinates installation of updates to applications.
- Attends workshops and seminars to remain current on computer applications; disseminates information to other employees and districts.
- Prepares special education data reports to support SELPA funding allocation plan.
- Maintains and monitors special project development and implementation.
- Composes own correspondence; maintains records related to area.
- Performs related duties as assigned.

Employment Standards:

Knowledge of:

- Policies, procedures, functions and principles to maintain complex database and reporting systems.
- Industry standards and procedures of special education database application and maintenance,
- CALPADS business rules related to special education.
- Individuals with Disabilities Education Act, special education plans, requirements, and timelines.
- Policies, procedures, functions and principles of data processing; accounting and record-keeping principles, methods and practices. including data processing terms and functions, accounting, and human resources. Modern office practices, procedures and equipment.
- Mathematics to perform calculations and statistical computations.
- Design and format of reports extracted from database systems;
- Troubleshooting and diagnostic techniques for identifying and resolving database and reporting errors.
- Standard English usage, spelling, grammar and punctuation.
- Interpersonal skills using tact, patience and courtesy.
- Safe work practices.
- Effective training techniques.

Ability to:

- Respond promptly to requests of internal and external clients; provide needed information, assistance, training, materials and resources.
- Plan, organize and prioritize own work to meet deadlines and accomplish assigned tasks within established timelines including maintaining accurate records and files.
- Maintain an orderly work environment and perform tasks in prescribed and safe manner.
- Establish and maintain cooperative working relationships with those contacted during performance of job duties;
- Maintain and improve professional skills and knowledge.

- Be flexible and receptive to change;
- Understand and apply principles, techniques and procedures required for effective job performance.
- Install and maintain complex database systems.
- Troubleshoot and debug database applications and software problems.
- Train and assist others in the use and functions of assigned software;
- Write effective database queries using SQL and other software tools.
- Test and evaluate software applications.
- Effectively implement problem-solving techniques.
- Prepare and deliver clear and concise oral and written instructions;
- Prepare complex technical written material in an effective and comprehensive manner.
- Communicate effectively both orally and in writing, including developing and executing oral presentations for small and large groups.
- Work in an independent manner with little direct supervision.

Education and Experience:

Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- High School diploma or equivalent.
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- Equivalent to completion of the requirements for an Associates Degree with a major emphasis in data management.
- Additional relevant education may be substituted for experience.

Experience:

- Two (2) years experience with software installation, training and/or customer support programs.
- Three (3) years experience working with special education data systems, student and employee information systems, and CALPADS, preferably in a California public school or community college setting.
- Project management experience is highly desirable.

Physical Abilities:

The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Positions in this classification work indoors and sit for long periods of time.
- The position requires daily oral communication in person and on the telephone and frequent written communication.
- Requires speaking and hearing ability sufficient to hear over the phone and carry on routine conversations.
- The work involves operating a computer, calculator, copier and other equipment and involves repetitive arm and hand movement.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.

- Entering data by touch requires the ability to hear computer alarms for errors.
- Forms and copies are color coded, requiring the ability to distinguish among colors.
- Lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance.
- Requires visual acuity sufficient to recognize people, words and numbers.

Work environment:

- Work is performed in an office environment with minimal exposure to health and safety considerations.

Other Requirements:

- Must be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing will be required upon employment.
- Must pass a pre-employment physical (if applicable).
- Visual acuity sufficient to read manuals, video display screens, and other related material and work at a computer screen frequently and throughout the day.
- May be required to obtain first aid and CPR certificates within the first 6-12 months of employment.
- May be required to drive with or without students; some positions may require a current California driver license, proof of insurance, and possible participation in the DMV Pull Notice Program once employed.

Other:

- Adopted: June 24, 2024
- FLSA Status: Non-Exempt
- Bargaining Unit: SEIU
- Approved by: Personnel Commission