Position: Research and Data Analyst III	FSLA: Non-exempt
Department: Research and Data	Salary Grade: 19
Reports to: Coordinator of Research and Data or Designee	

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

OVERALL OBJECTIVE AND SUMMARY

The Research and Data Analyst position consists of four levels of increasing responsibility and skill. At this third level, the Research and Data Analyst is responsible for configuring the student information system; maintaining, updating, coordinating, and monitoring all data in the student information system and related programs, as well as providing direction, training, and technical assistance to school staff. The Research and Data Analyst III is responsible for creating data reports; state reporting requirements for outside agencies such as CALPADS; maintaining data connections between different student information databases; performing application support to the student information system and other core information systems; and performing related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to, the following:

- Maintains and configures the district's student information system
- Updates and extracts data using appropriate database management software such as SQL
- Compiles, analyzes and prepares a variety of record extracts, labels and reports related to the student information system data to be sent to the federal government, state, district and other outside agencies or departments within the school such as CALPADS
- Performs applications support duties for the student information system and other core enterprise applications
- Supports instructional leaders and teachers through the interpretation and use of assessment research and evaluation
- Supports and maintains other district software such as the data warehouse and various educational software applications
- Troubleshoots various technical issues related to the student information system via phone, email or in person; and performs appropriate fixes to resolve those technical issues
- Consults with in-house Information Technology staff about issues that may need outside technical support representatives to resolve the issue
- Provides one-on-one or group training to school staff on the student information system, including any other software application that may be used in conjunction with the student information system
- Assists with in-house IT staff and vendors on SIS software and hardware installations, troubleshooting, administration and maintenance of equipment and software related to the student information system
- Coordinates and communicates with staff to comply with project timelines throughout the school year and resolve issues or concerns related to the database systems involving students and programs
- Assists with establishing standards, procedures, and best practices for gathering, assembling, and verifying data
- Attends meetings, workshops, and conferences related to student data matters
- Assists in the creation of letters, memorandums and user documentation, manuals and other advanced technical documents

- Continues developing knowledge and skills in research and data related to this position
- Performs other duties as assigned that support the overall objective of the position

QUALIFICATIONS

Knowledge of:

- Duties and responsibilities of the Research and Data Analyst II
- Student information system and supporting programs
- SQL (Structured Query Language)
- Data warehouse and software development methodologies to maintain the data warehouse
- Spreadsheet and database management software
- District policies, procedures related to program evaluation
- Principles, theories, problems and practices pertaining to computer operations, peripheral equipment and customer support
- Windows computer operating systems, Microsoft Office Suite and other word processing, spreadsheet, desktop publishing and database management software
- Basic industry-standard networking principles
- Student enrollment procedures and requirements with regard to recordkeeping and report preparation techniques
- Requirements and restrictions of database concepts
- Applicable sections of the State Education Code, legal requirements and regulations pertaining to student records and attendance
- Telephone techniques and etiquette
- Interpersonal skills using tact, patience and courtesy

Ability to:

- Perform the duties and responsibilities of the Research and Data Analyst II
- Organize, compile, and analyze data; accurately produce and interpret findings; and create narrative and graphic explanations of that data
- Accurately analyze and interpret assessment, research, and evaluation results and provide clear and concise narrative and graphic explanations of data and trends
- Compile analyze and prepare a variety of data extracts to be sent to the federal government, state, district and other outside agencies or departments
- Operate a computer and related software
- Maintain confidentiality of sensitive information, following district policies and state law
- Communicate clearly and concisely, both orally and in writing
- Train others and provide help desk support
- Interact positively, flexibly and patiently while having to multitask with co-workers, supervisors, community and vendors to maintain cooperative and effective working relationships
- Handle a multitude of responsibilities with minimal supervision
- Read and interpret documents such as operating and maintenance instructions, and procedure manuals
- Define problems, collect data, establish facts and draw valid conclusions.
- Carry out detailed written, oral and technical instructions
- Learn new skills to keep current with technology changes
- Troubleshoot basic problems related to the student information systems and client computers
- Meet schedules and timelines
- Analyze situations accurately and adopt an effective course of action
- Prioritize and schedule work
- Review and verify input and output data to assure accuracy and efficiency
- Provide support to staff at schools and in other district departments

PHYSICAL ABILITIES

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires:

- Requires the ability to function effectively indoors in an office environment engaged in work of primarily a sedentary nature and to accomplish the following, with or without reasonable accommodation
- Position involves light to medium walking, standing, stooping carrying and lifting of lightweight materials (under 25 pounds)
- Requires visual acuity to read numbers, letters, and images
- Requires hand and finger dexterity to use a keyboard at an advanced rate, and hand-eye coordination to use a computer pointing device
- Requires speaking and hearing ability sufficient to hear over phone and carry on routine conversations

EDUCATION AND EXPERIENCE

- Any combination equivalent to: Bachelor's Degree; five years of increasingly responsible experience in K-12 education or social science research, database management, or related field; or demonstration of proficiency in the knowledge and skills required for this position
- Experience managing student information systems, databases and data reporting is required
- Direct experience with student information and other technology systems used by the district is desired

LICENSES AND CERTIFICATES

Possession of a valid California Drivers' License and proof of insurance are required.