The Management Analyst – APM conducts work in the areas of data collection, dataset construction, systems administration, and data integrity reporting. Work involves using information and supporting processes that enhance organizational and stakeholder understanding of operational efficacy and efficiency. The employee in this position must be able to work independently, have strong project management skills, and collaborate well with others.

Chain of Command

The employee works under the supervision of Executive Director in Accountability Performance and Management.

Competencies of the Management Analyst - Accountability

- Exceptional written and verbal communications skills
- Aptitude for gathering, analyzing, and synthesizing complex data sets
- Strong project management, organizational, and time management skills
- Knowledge of relevant federal, state, and local laws, as pertain to public education
- Proficiency with technologies used for analysis, reporting, and data collection (e.g. Microsoft Office, Google Drive, Business Intelligence, Survey Software)

Essential Duties

- Verifies data integrity to ensure accuracy and reliability for accountability and reporting
- Provides stakeholders with status updates aligned to areas of responsibility (e.g., enrollment, assessment)
- Plans and prepares timelines, identifying and allocating necessary resources to meet milestones and deliverables
- Prepares, enters, and organizes data from multiple sources, including district systems, websites, and flat files
- Supports the design, development, and administration of collection tools (e.g., surveys, assessments)
- Validates and ensures data quality in both source and reporting systems
- Assists in developing, implementing, and reporting key metrics and dashboards for departments and sites through digital platforms
- Contributes to the creation of presentations and reports for diverse audiences

Preferred Qualifications

- Proficiency in data analytics tools and techniques for supporting decision-making
- Experience with data visualization and dashboard tools with business intelligence software
- Knowledge of statistical methods and their application in organizational contexts

Minimum Qualifications

- Bachelor's Degree in a related field and two years of experience related to area of assignment is required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Licensing/Certification Requirements

- AZ IVP Fingerprint Clearance Card

Date Revised

8.6.2025