

EDUCATIONAL DATA ANALYST

DEFINITION

Under direction, performs a variety of professional activities in the research, collection, organization, analysis, preparation, processing, interpretation, and reporting of San Mateo County Office of Education (Office) and school district enrollment, testing, program, and a variety of other data; utilizes computer systems to input and extract data; maintains automated records and generates a variety of technical reports and documents; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey-level classification is responsible for independently performing professional duties in support of learning analytics. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs a variety of professional activities involved in the research, collection, organization, analysis, preparation, processing, interpretation and reporting of Office and school district enrollment, testing, program, and a variety of other data; verifies and maintains accuracy and integrity of data and reports.
- Inputs, processes, and extracts a variety of data in an assigned computer system; establishes and maintains automated records and files; initiates queries, formats data, develops spreadsheets and generates a variety of computerized reports and documents related to student test results, enrollment, assessment, and programs; ensures accuracy and completeness of input and output data.
- Contacts school districts to request and collect a variety of statistical data and information; ensures data is recorded, analyzed, and reported according to established procedures and timelines; distributes data, findings and reports to appropriate school district and Office staff, administrators, sites, and the California Department of Education.
- Prepares a variety of narrative and statistical lists, records, and reports related to educational data at all levels including county, district, schools, students, and teachers; compares data and identifies errors and discrepancies; makes corrections, additions, and modifications as needed.
- Serves as a technical resource to Office staff, administrators, school districts, outside agencies and the public concerning assigned projects and studies and related research, analysis, and statistics; responds to inquiries and provides detailed and technical information concerning related findings, reports, data, information, practices, standards, requirements, and procedures.
- Participates in monitoring and analyzing Office and school district programs for educational effectiveness, outcomes, and operational efficiency; provides input concerning the development and

implementation of practices, policies, programs, projects, and procedures to enhance educational effectiveness, outcomes, and operational efficiency.

- Provides Office and school district administrators with assistance in the development and preparation of a variety of reports, and the collection, organization, analysis, interpretation, and presentation of data; develops and generates tables and graphics to enhance data presentation and reporting as needed.
- Receives and evaluates requests for data, statistical analysis, and research projects; designs strategies to complete assignments; develops and implements research activities and methods of statistical data collection, analysis, and presentation for assigned projects.
- Communicates with personnel and various outside agencies to exchange information and resolves issues or concerns.
- Designs, develops, and utilizes a variety of measurement instruments such as tests, surveys, and questionnaires as directed.
- Provides support to county office staff in researching and writing grants.
- Observes and complies with all Office and mandates safety rules, regulations, and protocols.
- Performs related duties as required.

QUALIFICATIONS

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in mathematics, psychology, statistics, social science, computer science, or a closely related field; and
- Two (2) years of progressively responsible experience involved in statistical research compilation, analysis, and presentation of data.

Licenses and Certifications:

- Some positions may require possession of a valid California Driver's License and a satisfactory driving record to be maintained throughout employment.

Knowledge of:

- Principles, practices, procedures, and techniques involved in the research, collection, analysis, interpretation, and reporting of statistical data.
- Data collection information systems and statistical software.
- Computerized data collection, management, manipulation and distribution requirements for analysis and reporting functions.
- Principles, methods, and procedures of developing queries and formatting data.
- Record retrieval and storage systems.
- Data control procedures and data entry operations.
- Survey instruments, techniques, and methodology.
- Report writing and statistical record-keeping techniques.
- Data verification and clean-up procedures.
- Applicable federal, state, and local laws, codes, and regulations as well as industry standards and best practices pertinent to the assigned area of responsibility.
- Office and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Office staff.
- The structure and content of the English language, including the meaning and spelling of words, rules

of composition, and grammar.

- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Perform a variety of professional activities involved in the research, collection, organization, analysis, preparation, processing, interpretation and reporting of County Office and school district enrollment, testing, program, and a variety of other data.
- Utilize an assigned computer system to input and extract data, maintain automated records, and generate a variety of statistical reports and documents.
- Develop automated complex queries and format data.
- Review and verify input and output data to assure accuracy and efficiency.
- Assemble, organize, and prepare data for records and reports.
- Serve as a technical resource concerning assigned projects, reports, and related research, analysis, and statistics.
- Interpret findings and analyze data and provide related recommendations.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and Office in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Prepare clear and concise reports, correspondence, documentation, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 10 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.