Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**IT Data Analyst II**	FLSA Status:	**Exempt**
Job Family:	**Information Technology**	Pay Range:	**IT85Y**
Prepared/Revised Date:	**August 1, 2022**	Job Code:	**38015**

SUMMARY: Responsible for designing reporting solutions to fulfill data and reporting requests and inquiries. Create reporting solutions using multiple sources and systems and by manipulating data/information into clear and concise reports, graphs, charts, and tables. Assist and work closely with Software Engineers in application development, report writing, coding, testing, and debugging of District applications. Provide guidance, direction, and training to Data Analyst I team members and lead and, manage and prioritize assigned projects with little supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency Daily = **D** Weekly = **W** Monthly = **M** Quarterly = **Q** Annually = **A**	% of Time On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Receive, assign and fulfill data/reporting requests. Including collaborating with site staff, IT Data Analysts, department Data Analysts, Application Support Analysts, Software Engineers, subject matter experts, and customers to understand and design reporting solutions that support data needs. Fulfill data/reporting requests and serve as main delegator for incoming requests. Provide guidance, direction and training to Data Analyst I team members.	D	20%
2. Manage and submit data to state and federal officials for all district schools, charter schools and support staff, to fulfill requirements for state and federal reporting; stay current of state and federal student data reporting requirements for the purpose of ensuring accurate and compliant data submission; guide and manage Data Analyst I positions with federal and state reporting.	D	20%
3. Develop routine and non-routine queries, analysis, and reports to support data. Ensure all requests are processed in a timely manner; produce reports, graphs, charts, pivot tables, flow charts, and presentations often requiring complex data analysis; prepare documents and reports related to student enrollment; provide and coordinate outreach to schools to ensure that data needs are met; develop queries and scripts for the purpose of providing specific data. Also assist Software Engineers with application development, report writing, testing and debugging of district applications.	D	15%
4. Lead, manage and prioritize assigned projects, actively participate on project teams and contribute to overall project team objectives; provide expertise, document processes.	D	15%
5. Attend work and arrive in a timely manner.	D	1%
6. Assist Application Support Team in monitoring student data for accuracy by identifying data quality issues.	W	2%
7. Complete complex, detailed data analysis including identifying and interpreting trends and possible results to aid in better understanding the data needs of the end-user in order to make informed decisions to ensure data integrity in support of district goals and initiatives.	W	7%

8. Guide internal customers on best practices of reporting; follows District policies and procedures relating to data privacy.	W	3%
9. Devise in-depth understanding and document IT related workflows and overall systems procedures; complete and update job specific documentation. Develop variety of user support materials for the purpose of user reference, conveying information and ensuring end user protocols.	W	4%
10. Coordinate and provide assistance to other district departments for data needs.	W	3%
11. Assist software engineers in completing analysis of applications and integrations.	W	2%
12. Assist in performing student enrollment tracking and review.	W	3%
13. Assist Planner and Budget Manager in developing projections of the October Student Count for budgeting purposes.	A	1%
14. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	**100%**

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in computer science, computer information systems, math or statistics
- Five years of experience in report writing
- Two years extensive experience in analytical skills
- Application development experience preferred
- Equivalent combination of education and experience acceptable
- Bilingual oral and written communication skills preferred

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Customer service skills
- Ability to lead a project team and communicate project status effectively
- Complex analytical, mathematical and statistical skills
- Advanced organizational, time management, and attention to detail skills
- Advanced skills in Transact SQL using SQL Server, including producing complex ad-hoc queries and the ability to import and manipulate data
- Strong knowledge of SQL Server Reporting Services (SSRS), Excel and Crystal Reports
- Knowledge of SQL Server Analysis Services, PowerPivot, PowerBI or other BI tools
- Strong knowledge of Microsoft Office Suite, especially Excel, and Knowledge of SAS and SPSS
- Ability to draw insights from the District's data
- Strong ability to self direct and prioritize daily tasks with minimal supervision in alignment with District priorities
- Advanced report writing skills
- Thorough understanding of relational databases
- Advanced application development skills
- Advanced ability to do online research, read and understand trade and technical publications, and apply skills acquired through such research
- Ability to follow written documentation
- Ability to interact professionally with managers, developers, and subject matter experts
- Ability to work independently with minimum supervision as well as work and be a part of a team
- Strong capacity to learn quickly in a fast-paced environment and handle tasks simultaneously, meet deadlines and research and apply new technologies as necessary
- Ability to maintain confidentiality in all aspects of the job

- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures

- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Advanced operating knowledge of and experience with personal computers and peripherals.
- Advanced operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities	

- Responsible for providing guidance, mentoring, direction, and training to Data Analyst I colleagues and other Applications Support Center Team members

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			x	
Walk			x	
Sit			x	
Use hands to finger, handle or feed				x
Reach with hands and arms		x		
Climb or balance	x			
Stoop, kneel, crouch, or crawl	x			
Talk				x
Hear				x
Taste	x			
Smell	x			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				x
Up to 25 pounds		x		
Up to 50 pounds	x			
Up to 100 pounds	x			
More than 100 pounds	x			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				x
Analyze				x
Communicate				x

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Copy	x			
Coordinate				x
Instruct			x	
Compute				x
Synthesize				x
Evaluate				x
Interpersonal Skills				x
Compile			x	
Negotiate			x	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	x			
Work near moving mechanical parts	x			
Work in high, precarious places	x			
Fumes or airborne particles	x			
Toxic or caustic chemicals	x			
Outdoor weather conditions	x			
Extreme cold (non-weather)	x			
Extreme heat (non-weather)	x			
Risk of electrical shock	x			
Work with explosives	x			
Risk of radiation	x			
Vibration	x			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	x
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	x

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	x
Loud	
Very Loud	