SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: EDUCATIONAL DATA ANALYST

BASIC FUNCTION:

Under the direction of the Director, Educational Technology & Media Services, 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
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; verify and assure accuracy and integrity of data and reports.

Input, process and extract a variety of data in an assigned computer system; establish and maintain automated records and files; initiate queries, format data, develop spreadsheets and generate a variety of computerized reports and documents related to student test results, enrollment, assessment and programs; assure accuracy and completeness of input and output data.

Contact school districts to request and collect a variety of statistical data and information; assure data is recorded, analyzed and reported according to established procedures and time lines; distribute data, findings and reports to appropriate school district and County Office staff, administrators, sites and the California Department of Education.

Prepare a variety of narrative and statistical lists, records and reports related to student enrollment, testing, CBEDS, free and reduced meals, language, API, growth, school districts and assigned projects and activities; compare data and identify errors and discrepancies; make corrections, additions and modifications as needed.

Serve as a technical resource to County Office staff, administrators, school districts, outside agencies and the public concerning assigned projects and studies and related research, analysis and statistics; respond to inquiries and provide detailed and technical information concerning related findings, reports, data, information, practices, standards, requirements and procedures.

Participate in monitoring and analyzing County Office and school district programs for educational effectiveness, outcomes and operational efficiency; provide input concerning the development and implementation of practices, policies, programs, projects and procedures to enhance educational effectiveness, outcomes and operational efficiency.

Provide County Office and school district administrators with assistance in the development and

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preparation of a variety of reports, and the collection, organization, analysis, interpretation and presentation of data; develop and generate tables and graphics to enhance data presentation and reporting as needed.

Receive and evaluate requests for data, statistical analysis and research projects; design strategies to complete assignments; develop and implement research activities and methods of statistical data collection, analysis and presentation for assigned projects.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, scanner, computer and a variety of specialized software.

Design, develop and utilize a variety of measurement instruments such as tests, surveys and questionnaires as directed.

Provide support to county office staff in researching and writing grants.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

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 operating computers and peripheral equipment.
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.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Statistical and mathematical computations.

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

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generate a variety of statistical reports and documents.
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 concerning assigned projects, reports and related research, analysis and statistics.
Type or input data at an acceptable rate of speed.
Interpret findings and analyze data, and provide related recommendations.
Compile and verify data and prepare reports.
Maintain accurate statistical records.
Establish and maintain cooperative and effective working relationships with others.
Make mathematical and statistical computations with speed and accuracy.
Type or input data at an acceptable rate of speed.
Work independently with little direction.
Communicate effectively both orally and in writing.
Meet schedules and time lines.
Plan and organize work.
Perform accurate mathematical and statistical calculations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in mathematics, psychology, statistics, social science or related field and two years experience involving statistical research compilation, analysis and presentation of data.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.