



PERSONNEL COMMISSION

Class Code: 5230
Salary Range: 41 (M2)

STRATEGIC DATA PROJECT ANALYST

JOB SUMMARY

Under administrative direction, use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K–12 education; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K–12 education. **E**
- Lead analytic, policy-oriented projects that impact decisions regarding students, teachers and District policy; present to stakeholders regarding how to apply and use data to influence key decisions. **E**
- Design and implement data tools and infrastructure needed to support implementation of initiatives across the District; prepare the District to effectively use data across schools and departments and to address organizational concerns. **E**
- Conduct testing to provide evidence of District implementation as a proof point for the effective use of data to influence key decisions in education. **E**
- Design and implement new data collection processes as needed; design and implement new and practical measures aligned to the key activities and outcomes District initiatives. **E**
- Provide data files and prepare related presentations and reports for grant participants and key partners. **E**
- Analyze student and teacher performance data to measure success; design and implement solutions to raise achievement. **E**
- Communicate with District employees, administrators and outside agencies to coordinate activities, resolve issues and exchange information. **E**
- Provide technical expertise and information to administration regarding assigned functions; advise administration of unusual trends or problems and recommend appropriate corrective action and best practices. **E**
- Operate a variety of office equipment including a computer and assigned software; oversee and maintain a variety of records and files related to assigned activities. **E**
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff. **E**

- Attend and participate in a variety of meetings, conferences and trainings; develop and conduct presentations and workshops. *E*
- Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

Strategic Data Project Analysts are education professionals with the analytic expertise and organizational skills to inform policy and grow collective knowledge regarding strategic analytics. A Strategic Data Project Analyst uses analytics to effect change and influence strategic management and policy decisions in K–12 education. Positions in this classification are typically funded through grants.

EMPLOYMENT STANDARDS

Knowledge of:

Qualitative and quantitative data collection and analysis.

Data systems.

Project management techniques.

School district organization and organizational relationships.

Research methods and report writing techniques.

Data visualization best practices.

Microsoft Excel data analysis and visualization processes.

Record-keeping techniques.

Public speaking techniques.

Oral and written communication skills.

Operation of a computer and assigned software.

Statistical Package for the Social Sciences (SPSS) or similar statistical analysis software.

Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).

Interpersonal skills using tact, patience and courtesy.

Ability to:

Use advanced research methods and analysis of teacher and student performance data to influence strategic management and policy decisions in K–12 education.

Develop and design measurement tools.

Communicate complex research findings to diverse audiences.

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Adapt to changing priorities and work assignments.

Work on multiple projects simultaneously.

Work within a team environment.

Prepare and deliver effective oral presentations.

Prepare comprehensive reports.

Establish and maintain records and files.

Plan and organize work.

Operate a computer and assigned software.

Utilize Structured Query Language (SQL) and SQL Server Reporting Services (SSRS), Statistical Package for the Social Sciences (SPSS), R Programming and/or Google/Microsoft data analysis/presentation programs.

Maintain confidentiality of sensitive and privileged information.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.

Education and Training:

Master's degree in education, mathematics, developmental psychology or a related field. A Ph.D. is highly preferred.

Experience:

Two years of professional experience in qualitative and quantitative data analysis, research design and data-driven decision making with an emphasis in educational research.

Any other combination of education, training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this class require the use of a personal automobile and possession of a valid California Class C driver's license.

WORKING ENVIRONMENT

Office and school site environment.

Driving a vehicle to conduct work.

Occasional evening or variable hours.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information and make presentations.

Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 9/19/2013

Revised: 1/19/2017

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