



PERSONNEL COMMISSION

Class Code: 5251
Salary Range: 35 (M2)

ASSOCIATE RESEARCH DATA ANALYST

JOB SUMMARY

Under immediate supervision, assist in the development and performance of a variety of complex and technical educational research related duties, with increasing requirements of initiative and independence of action; assist in the evaluation and reporting of District, State and federal academic or assessment programs; 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.

- Coordinate with Research management, school administration, educators and others to arrange for exam administration and student performance assessment and other time sensitive research activities necessary to assure that materials are completed and processed to meet evaluation timelines. **E**
- Initiate procedures, priorities and timelines for data clean-up and verification to assure data are available to meet evaluation timelines. **E**
- Assist in the planning, design and implementation of educational research studies to produce recurring administrative reports such as the California Basic Educational Data Survey (CBEDS), enrollment projections, staffing ratios, racial-ethnic reports and ethnic distribution in the District. **E**
- Assist in the analysis and production of annual reports on the testing program compiling summary statistics scores and disaggregated distributions for specified student groups; participate in the analysis of validity and reliability measurements for performance assessments. **E**
- Contribute to a variety of evaluation reports on a variety of subjects. **E**
- Develop skills and strategies to analyze, interpret and summarize data to produce special reports for program evaluations, grant applications or public information. **E**
- Develop simple data collection instruments appropriate to the program or subject matter being studied or surveyed using appropriate scaling techniques. **E**
- Assist in preparation of reports with explanations and interpretations of data in tabular, graphical and/or narrative form. **E**
- Attend and participate in workshops, in-services, training and seminars, on the uses and purposes of research studies and program evaluation; attend a variety of meetings. **E**
- Use a variety of computer program software to input and retrieve data and manipulate data for statistical analyses and generating reports. **E**

- Participate in the planning, directing, training and evaluation of the work of assigned staff. *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

This is the entry-level classification in the Educational Research Analyst series. An incumbent in this class participates in the design, analysis and reporting of the findings of the District's assessment programs, surveys, research projects and evaluation studies of varying scope and purpose. Incumbents are exposed to a broad variety of professional educational research assignments so that their knowledge and abilities will grow via on-the-job training. An incumbent works closely with professional supervisors/managers on a wide range of projects to develop reports, training materials, presentations and processes related to student data, testing and school programs. The amount of supervision decreases as technical expertise and independent judgement increases and the incumbent progresses in skills, knowledge and abilities. Incumbents must have a solid foundation in general statistics and computer literacy skills, reading comprehension, and analytical and organizational skills.

EMPLOYMENT STANDARDS

Knowledge of:

Computer systems including hardware, software and data base management, including word processing and spreadsheet applications.
Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).
Educational research design and program evaluation.
Descriptive statistics.
Research methods and report writing techniques.
School district organization and operations.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Operation of a variety of office equipment including a computer and assigned software.

Ability to:

Manage multiple tasks simultaneously, with multiple deadlines and minimal timeframes.
Effectively solve problems and seek solutions during evaluation processes
Analyze, interpret, evaluate and summarize data to produce reports.
Utilize Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).
Design and conduct educational research studies and surveys.
Apply specific statistical techniques correctly.
Prepare reports using tabular, graphical and narrative forms.
Produce accurate reports.
Proof and check complex data tables.

Write clear and concise reports, memos and instructions

Use computer on-line retrieval systems.

Maintain current knowledge of technological and other advances in the field.

Communicate effectively both orally and in writing.

Prepare and deliver oral presentations.

Operate office equipment such as telephone, copier and computer and assigned software.

Establish and maintain effective collaborative working relationships with others.

Adapt to changing priorities and work assignments.

Education and Training:

Graduation from an accredited four-year college or university with a bachelor's degree in computer science, education, psychology, behavioral or social science or a related field. Upper division course work in statistics, research methodology and/or psychological testing is desired.

Experience:

One year of experience participating in the development, administration and analysis of data, tests, research methodologies or behavioral research utilizing Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).

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

WORKING ENVIRONMENT:

Office environment.

Constant interruptions.

Changing priorities.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment including a computer keyboard.

Seeing to read hand written documents and other records or reports.

Hearing and speaking to exchange information in person or on the telephone.

Sitting for extended periods of time.

Lifting and carrying boxes weighing up to 15 pounds.

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 (1) 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.

7/26/2000

Revised: 3/28/2013

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