

Data and Assessment Analyst

Purpose Statement

The job of Data and Assessment Analyst is done for the purpose/s of developing and installing specialized reporting systems as defined by management and department heads; updating and maintaining data extracts, providing information and/or direction as by required; providing database and technical support, troubleshooting, and problem resolution on computer applications; consulting with staff and participating in project design, implementation, release updates and enhancements to applications.

This Job reports to Assigned Supervisor

Essential Functions

- Analyzes applications, systems and user requirements (e.g. data sources, input requirements, reporting capabilities, workflows, etc.) for the purpose of creating and enhancing user requested specialized programs and systems.
- Collaborates with a variety of internal and external parties (e.g. district personnel, programmers, programmers analysts, database administrators, users, etc.) for the purpose of providing and/or receiving information and ensuring project success.
- Develops functional and system/software specifications from information gathered at user meetings and/or interviews with internal and non-district staff for the purpose of documenting/interpreting user requests, identifying data sources and creating working plan.
- Develops new applications, systems and system components (e.g. monitoring project plans and schedules, developing program code and user interfaces, documenting applications, etc.) for the purpose of enhancing existing systems and/or providing solutions to current processing problems.
- Implements new software and system applications for the purpose of addressing organizational needs and providing operational capabilities to users.
- Maintains existing systems (e.g. add or update requested changes, enhancements, data source changes, creating code, adding additional functionality, etc.) for the purpose of providing production support in ensuring the ongoing availability of information needed to meet mandated requirements. Examples may include Aeries, CALPADS, Tableau, TOMS.
- Oversees assigned work activities and/or projects for the purpose of providing guidance and support to other staff and to ensure completion of projects within established guidelines.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Recommends equipment, supplies and materials for the purpose of identifying required items to provide appropriate services.
- Researches computer hardware and software applications, programming languages, and current technology (e.g. being knowledgeable on trends, recommending acquisitions, etc.) for the purpose of being knowledgeable on trends and recommending acquisitions.

- Responds to inquiries from a variety of sources (e.g. staff, administrators, school site personnel, outside vendors and service providers, etc.) for the purpose of providing technical assistance, advice and support.
- Supports the coordination of statewide testing (e.g. coordinating the district ELPAC testers with lists, tracking completion, etc.) for the purpose of ensuring accurate and timely data and information is available.
- Tests and/or monitors the testing of developed application software for the purpose of ensuring that product matches defined requirements and expected functionality.
- Trains selected personnel for the purpose of ensuring their ability to use new and/or existing processes.
- Troubleshoots application software (e.g. Aeries, CALPADS, Tableau, TOMS, etc.) for the purpose of isolating bugs and resolving issues and/or providing user training.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records including developing and maintaining time estimates and schedules; reading entity-relationship diagrams; supervising staff and project groups; and using pertinent software applications.; adhering to safety practices and procedures; analyzing data; conducting meetings; diagnosing equipment malfunctions; estimating required resources; preparing working drawings.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current generation and legacy application programming languages; system design; process and data modeling techniques; database theory; technologies and tools, benefits and limitations of technology; and project management.; codes/laws/rules/regulations/policies; current and emerging technology; methods of instruction and training; school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: working with a significant diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data; frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. setting priorities; communicating effectively with persons of varied technical background; meeting deadlines and schedules; and working with frequent interruptions.; adapting to changing work priorities; available on-call; dealing with frequent interruptions; displaying mechanical aptitude; working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Experience: Job related experience within a specialized field is required.
Education: Targeted, job related education with study in job-related area.

Required Testing

None Specified

Continuing Educ. / Training

None Specified

Certificates and Licenses

None Specified

Clearances

None Specified

FLSA Status

Not Rated

Approval Date :4/8/24

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Salary Grade: Range 47