

Madera Unified School District Classified Job Description

Data Analyst

Purpose Statement

Perform technical analytical work in assisting the District in the development of standard operating procedures (SOP's), to ensure data integrity and accuracy; train departmental staff in the application of (SOP's) create and maintain a library of data quality rules and other assets for data exception reporting and alerting.

This job reports to the Executive Director of Accountability and Communication.

Essential Functions

- Develop, review, update and evaluate standard operating policies and procedures which include adherence to data entry protocols; discover new requirements for additional standard operating procedures by creation and inspection of exception reports; data sources include but not limited to the student information system.
- Develop standard operating procedures and update manual to assist departments in gallery.
- Prepare technical documents and review for data accuracy to ensure the integrity and credibility of the District; coordinate the structuring, collection, and dissemination of data through computer-generated methods; compose correspondence and maintain records.
- Attend workshops meetings and other gatherings related to assigned area; train departmental and non-departmental personnel on specific issues related to assigned areas.
- Operate and understand various computer software programs, tools and systems. This includes SQL Server, SQL reporting services, excel, access and other spreadsheet and database software applications.
- Confer with and advise the department head and management personnel on general departmental administrative policies and procedures; assist in determining methods for carrying out the broad overall policies to the department.
- Supports student data collection specifically required for CALPADS and similar systems for mandated reporting.
- Conduct quality review audits to determine adherence to (SOP's) and policies.
- Develop and maintain a Library of District (SOP's).
- May be assigned to complete data and compile data and complete State/Federal Reports.

Other Functions

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

Job Requirements:

Knowledge and Abilities

KNOWLEDGE OF: Computer hardware systems, software applications, and languages utilized by the District; interpersonal skills using tact, patience and courtesy; basic statistics and analytical and problem solving techniques; oral and written communication skills; principles and practices of management; applicable laws, codes, regulations, policies and procedures; district organization, operations, policies, objectives and goals.

ABILITY TO: Maintain current knowledge of trends in the assigned field; operate computers and peripheral equipment properly and efficiently; establish and maintain effective and productive working relationships with a diverse range of people; think outside the box and develop new methods or solutions inspiring others to reach a common goal; communicate, understand, and follow both oral and written directions effectively; interpret, comprehend, apply and explain rules, regulations, policies and procedures; analyze situations accurately and adopt an effective course of action; learn new or updated computer systems and/or software programs to apply to current work; work independently and effectively with minimum direction; prepare comprehensive narrative and statistical reports; supervise and evaluate the performance of assigned staff; plan and organize work to meet schedules and timelines; communicate using patience and courtesy in a manner that reflects positively on the organization; actively participate in meeting District goals and outcomes

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed under minimal temperature variations.

Minimum Qualifications

Experience: Four years of increasingly responsible professional experience in the development of operational policies and procedures, analyzing operational needs and/or recommending organizational improvements.

Education: Bachelor's degree in Business Administration, or Organizational Management or related field.

Required Testing

Pre-employment Proficiency Test

Pre-employment Physical exam

Continuing Educ./Training

Certificates

None Specified

Clearances

None Specified

Criminal Justice
Fingerprint/Background Clearance
TB Clearance
Physical Demands (A)

FLSA Status
Non Exempt

Approval Date

Salary Range
Classified Salary Schedule – Range 40