

JOB DESCRIPTION

October 2016

Placer County Office of Education
360 Nevada Street
Auburn, CA 95603

PROGRAM DATA ANALYST

General Purpose:

A Program Data Analyst is responsible to the County Superintendent and works under the direct supervision of the designated manager(s). The Program Data Analyst inputs, verifies and validates student and program data, monitors income and expenditures related to assigned programs, maintains inventories, and prepares and submits exhibits and reports. Assists support staff and other designated users in the use of software designated for student data monitoring.

Essential Functions and Responsibilities include the following. Other duties may be assigned as required:

- Inputs student data utilizing Special Education Information System (SEIS) and AERIES.
- Prepares a variety of financial and student data reports.
- Assists in the development of special financial and student data reports to meet local, state and federal requirements.
- Assists in ordering and maintaining assessment equipment and materials, and maintaining inventories.
- Gathers, enters, and assists with analysis of local, state and federal data.
- Supports assigned administrators with local and statewide assessments.
- Provides clerical assistance to assigned administrator.
- Ensures proper filing and maintenance of required forms, reports and records.
- Reviews and reconciles various reports, statements.
- Reviews, creates spreadsheets, and certifies instructional minutes in all school-age classes.
- Maintains and reports attendance figures to the Business Office P-1, P-2, and Annual in combination with Average Daily Attendance (ADA) data for assigned programs.
- Prepares ADA comps for administrator.
- Prepares emergency waiver application as required.
- Verifies student demographics data meets state requirements and is accurate by generating queries.
- For student demographics, contacts Registrar prior to pre-id state, state submissions and year end roll over.
- Analyzes, validates and maintains special programs, including Special Education, Free and Reduced Meals, Migrant Data and EL/Language Assessment Data.
- Generates class list for Program Coordinators and Secretaries.
- Verifies grades have been entered and initiates printing of report cards.
- Monitors course list – ensures courses correspond to valid State Course Group Codes.
- Monitors discipline records for 48900 offenses and updates Safe Schools Act Indicator.
- Updates IT Support of any teacher, secretary or site changes.
- Validates CALPADS submissions prior to certification.
- Acquires SSIDs and verifies enrollment for new students.
- Updates annual forms, ensuring that all forms are created and/or updated in Spanish.

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Minimum Qualifications:

Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Education:

- High school diploma or equivalent.

Experience:

- Three years of increasingly responsible experience involving student information systems, or similar database responsibilities.

Knowledge, Skills and Abilities:

- Knowledge of data base software programs and office equipment.
- Knowledge of proper English usage, grammar, spelling and punctuation, and mathematics.
- Skills required to perform multiple technical tasks with a frequent need to upgrade skills due to changing job conditions.
- Skills required to establish and maintain a cooperative relationship with district and county office of education employees.
- Ability to perform a variety of financial and record keeping assignments.
- Ability to accurately input student and financial data utilizing required software.
- Ability to review and resolve discrepancies in student and financial data.
- Ability to prepare a variety of reports.
- Ability to make arithmetical calculations quickly and accurately.
- Ability to operate a variety of calculating and office equipment.
- Ability to understand and carry out oral and written directions.
- Ability to deal tactfully and courteously with the public, other employees and school district personnel.
- Ability to establish and maintain cooperative working relationships.
- Ability to type or input data at a rate of 55 words per minute from clear copy.

Required Testing:

- Applicants may be tested.

Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.
- Must possess a typing certificate for 55 net wpm issued within the last two years.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

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Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

FLSA Status: Non-exempt

Employee Group: Classified

Salary Grade: 30.5

Reviewed and Approved:

Supervisor: _____

Date: 10-19-16

Human Resources: _____

Date: 10/19/16