CLASS TITLE: DATA ANALYST II

BASIC FUNCTION:
Under the direction of the Director, Research and Evaluation, use advanced research methods and analysis of preK-12 education-related data to influence strategic management and policy decisions; provide leadership in the development and performance of a variety of complex and technical educational research and program evaluation projects; serve as a liaison between Ventura County Office of Education (VCOE), school districts, and local agencies on research-related projects; and perform a variety of educational research assignments and special projects as assigned.

REPRESENTATIVE DUTIES:
- Lead analytic, policy-oriented projects that impact decisions regarding students, teachers and VCOE policy; present to stakeholders regarding how to apply and use data to influence key decisions.
- Develop and administer data collection strategies for program evaluation purposes.
- Design and implement new and practical measures aligned to the key activities and outcomes VCOE initiatives.
- Assist in the analysis and production of reports compiling summary statistics and disaggregated data for specified student groups.
- Provide professional development on test characteristics, including reliability and validity, of local and state assessments.
- Develop skills and strategies to analyze, interpret and summarize data to produce special reports for program evaluations, grant applications or public information.
- Design, prepare and analyze studies of academic programs across multiple preK-12 sites.
- Create program logic models (Theory of Change) and associated evaluation plans for academic intervention programs.
- Formulate and execute specialized research studies to assess the program effectiveness.
- Process and interpret data from a variety of sources communicating the results to serve School and District leaders.
- Trend analysis to predict future needs.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:
KNOWLEDGE OF:
Qualitative and quantitative data collections and analysis.
Data systems.
Information management in a computerized environment.
Reporting methods and techniques.
Data collection and clean-up strategies.
Statistical data analysis.
Plan and manage workload.
Maintain confidentiality of information
Applicable sections of the State Education Code and other applicable laws, rules and regulations related to assigned projects and activities.
Policies and objectives of assigned projects and activities.
Interpersonal skills to include collaboration, team building, and decision making.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of computer, data entry techniques and assigned software, including SPSS and/or R
Oral and written communication skills.

ABILITY TO:
Use advanced research methods and analysis of data to influence strategic management and policy decisions;
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 directions;
Adapt to changing priorities and work assignments;
Work on multiple projects simultaneously;
Prepare and deliver effective oral presentations;
Prepare comprehensive reports;
Establish and maintain records and files; plan and organize work;
Operate computers and assigned software;
Maintain confidentiality of sensitive and privileged information;
Establish and maintain cooperative and effective working relationships with others; and
Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:
Bachelor’s degree in Mathematics, Computer Science, Statistics or a closely related field required.
Master’s degree in statistics, psychology or related social science field, preferred. Additional qualifying work experience may substitute for the education requirement on a year-for-year basis.

Demonstrated experience (three (3) to five (5) years) of in conducting research, data analysis, and program evaluation in a preK-12 Public school setting, preferred. Specific preparation in education assessment and evaluation, including course work in research methods, statistical analysis program evaluation, survey research, and psychometrics.

LICENSES AND OTHER REQUIREMENTS:
Valid California Driver’s License

WORKING CONDITIONS:
ENVIRONMENT:
Subject to indoor environmental conditions;
Subject to driving to conduct work; and
May be required to use personal vehicle in the course of employment.
PHYSICAL ABILITIES:
Vision (*which may be corrected) to read small print;
Sitting for extended periods of time;
Seeing to drive;
Speaking and hearing to communicate with others;
Bending, pulling, pushing and reaching to maintain and retrieve records; and
Dexterity of hands and fingers to operate a computer keyboard.

Should an applicant require reasonable accommodation, the Ventura County Office of Education will consider upon request.