CLASS TITLE: DATA ANALYST

BASIC FUNCTION:
Under the direction of the Director, Research and Evaluation; provide support for educational research and program evaluation activities, including identification of relevant data sources, data management, database development, implementation of quantitative and qualitative data collection and research/program evaluation strategies, and statistical analysis of K-12 education-related data; produce written reports and tabular and/or graphical displays of data to convey findings to expert and lay audiences; serve as a liaison between VCOE and school districts on research-related projects; review and verify the accuracy and completeness of collected data and related documents; support the research and program evaluation projects of community and governmental agencies; lead the development of the Department’s website; perform a variety of research assignments and special projects as assigned; and use word processing, spreadsheet, database, email, website design, statistical, and survey software.

REPRESENTATIVE DUTIES:
• Create, manage and maintain datasets as needed for ongoing research and evaluation of educational programs within the county and/or state;
• Perform appropriate statistical analysis of education-related data;
• Prepare descriptive and visual summaries of data, as requested;
• Assist in the preparations of written reports summarizing findings for lay audiences, including the creation of graphs and figures;
• Assist in the design of surveys and other data collection instruments for quantitative and qualitative research;
• Conduct research and gather background information to support research;
• Create, monitor, and update the Department’s website
• Provide support to the Director for ad hoc “on demand” research and analysis service requests;
• Prepare and maintain records and reports related to assigned special projects and related activities; prepare periodic reports as required; attend conferences, meetings and workshops as required; and
• Complete tasks and projects to support the Director Research and Evaluation, assist in meeting preparations, coordinate special meetings and workshops; participate in committees; and network with multiple community members, organizations and agencies.

KNOWLEDGE AND ABILITIES
KNOWLEDGE OF:
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;
Word processing, spreadsheet, website design, and database software applications used by VCOE;
Statistical software such as SPSS or R;
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 and data entry techniques; and
Oral and written communication skills.

ABILITY TO:
Assist and participate in developing plans to organize, coordinate, and conduct a variety of research and program evaluation activities;
Plan, organize, and coordinate components of multiple projects;
Troubleshoot and solve project issues and problems;
Perform appropriate statistical analysis of various types of data
Read, analyze, understand, explain, and implement technical information related to research and evaluation projects;
Operate computers and related software applications;
Learn, apply and explain policies, procedures, rules and regulations;
Meet schedules and timelines;
Work independently with little direction; and
Prepare and deliver oral presentations.

MINIMUM QUALIFICATIONS:
Bachelor’s degree in Mathematics, Computer Science, Statistics, or a closely related field. Two (2) years of work involving data analysis, data management, or research in an educational setting. Additional qualifying work experience may substitute for the education requirement on a year-for-year basis.

LICENSES AND OTHER REQUIREMENTS:
Valid California Driver’s License

WORKING CONDITIONS:
ENVIRONMENT:
Subject to inside 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;
Walking to arrive at various meeting sites; and
Dexterity of hands and fingers to operate computer keyboard.

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