CLASS TITLE: SPECIAL POPULATIONS ANALYST I – BILINGUAL

BASIC FUNCTION:
Under direction of the Director of Special Populations, assist and participate in developing plans to organize, coordinate, and conduct a variety of special project activities and operations to assist in providing education and human services for the disadvantaged, including high-risk and at-risk children and adult population groups; assist with the research and development of grant funding proposals in compliance with RFPs; identify students qualifying for special projects; promote awareness of at-risk issues related to special projects and qualifying individuals.

DISTINGUISHING CHARACTERISTICS:
Special Projects Analyst I incumbents assist with various phases of numerous special projects and may coordinate smaller or less-complex populations. Special Projects Analyst II is the advanced-level classification. Incumbents plan, design, establish timelines, coordinate budgets and expenditures, direct all aspects, and bring to closure multiple projects.

REPRESENTATIVE DUTIES:
Assist with and participate in developing plans to organize, coordinate and conduct a variety of special project activities and operations; develop and implement federal and State-funded special projects to assist in providing education and human services for the disadvantaged, including high-risk and at-risk children and adult population groups within Ventura County;

Assist with programs, activities, and efforts to comply with State and federal laws to provide access to free and appropriate public education;

Assist with the research and development of grant funding proposals in compliance with RFPs; evaluate project components and estimate funding requirements; assist with administering, coordinating, and monitoring grant activities and budgets;

Supervise the accurate completion of the Certificate of Eligibility submitted by a school district recruiter;

Coordinate and provide Identification and Recruitment Training for school district recruiters;

Re-Interview each Family Certificate of Eligibility to determine and confirm eligibility as submitted by the school district recruiters;

Provide evaluation reports of each school district recruiters’ performance of duties to the Director of Special Populations and Educational Support Dept;

Review and analyze each Quality Log submitted monthly by the school district recruiters;

Coordinate and perform the State required Quarterly Re-Interview Procedures;

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Coordinate the Annual Migrant Family Conference with school districts; 

Identify students qualifying for specific Special Populations programs; communicate with school district personnel, social case workers, and other County personnel; facilitate the enrollment process by interacting with parents and children to promote programs, benefits, and activities; 

Promote awareness of at-risk issues related to Special Populations; develop and conduct presentations to school district staff; write and distribute communications to district personnel and parents; 

Provide technical assistance to school districts regarding various assigned Special Populations programs; assist in analyzing and solving problems; 

Conduct testing and analysis for VCOE programs; maintain student files; order and deliver supplies to instructors and other program personnel; assist with the development of handbooks and other special project materials; 

Assist with and participate in developing and presenting workshops for County school districts; select locations, speakers, and other components of the training; 

Assist with the development of project forms; develop computer programs to assist in project research; train and assist office personnel with computer operations as needed; operate various software applications to maintain records, including word processing, database, graphics, and spreadsheets; 

Prepare and maintain records and reports related to assigned Special Populations programs and related activities; prepare periodic State reports as required; attend conferences, meetings and workshops as required; 

Assist with immediate school enrollment and records transfer for identified students; 

Attend meetings hosted by community agencies that build collaboration and partnerships, and serve the identified students; 

Conduct home visits and community outreach to identify students; support and promote educational success; evaluate transcripts of identified students and advise students what is required for high school graduation, college admittance and financial aid; 

Operate a variety of modern office machines and audio visual equipment; operate a computer and assigned software; and 

Perform related duties as assigned. 

KNOWLEDGE AND ABILITIES: 
KNOWLEDGE OF: 

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Word processing, spreadsheet, and database software applications used by VCOE;
Applicable sections of the State Education Code and other applicable laws, rules, and regulations related to assigned special populations and activities;
Policies and objectives of assigned special populations and activities;
Interpersonal skills using tact, patience and courtesy;
Research methods and report writing techniques;
Technical aspects of the special projects area;
Basic budget preparation and control;
Correct English usage, grammar, spelling, punctuation and vocabulary;
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of high-risk and at-risk students and adults;
Operation of a computer terminal and data entry techniques; and
Record-keeping techniques.

ABILITY TO:
Assist with and participate in developing plans to organize, coordinate, and conduct a variety of special project activities and operations;
Plan, organize, and coordinate components of multiple special populations;
Assist with the research and development of grant funding proposals;
Identify students qualifying for Special Populations programs;
Promote awareness of at-risk issues related to Special Populations programs;
Troubleshoot and solve project issues and problems;
Read, analyze, understand, explain, and implement technical information related to assigned Special Population programs;
Learn and explain VCOE organization, operations, policies, and objectives;
Work on multiple populations;
Operate computers and related software applications;
Communicate effectively both orally and in writing;
Learn, apply and explain policies, procedures, rules and regulations;
Maintain current knowledge of program rules, regulations, requirements and restrictions; and
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: Bachelor's degree in one of the social sciences, vocational education, public administration, or related field and two years social populations and services experience.

LICENSES AND OTHER REQUIREMENTS:
Bilingual English/Spanish required.
Must possess and maintain a 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.

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PHYSICAL ABILITIES:
Vision (which may be corrected) to read small print;
Sitting for extended periods of time;
Seeing to drive and monitor students;
Speaking and hearing to communicate with others;
Bending, pulling, pushing, and reaching to maintain and retrieve records;
Walking to arrive at various school district 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.