FRESNO COUNTY SUPERINTENDENT OF SCHOOLS
CLASSIFIED POSITION[1]

DATA & ANALYTICS

BASIC FUNCTION:
Under the direction of the assigned supervisor, collect, analyze and present data from a variety of sources; design and conduct assessments and evaluation activities; provide information based on research, data, and analysis; accurately interpret data findings; facilitate and make informed recommendations to improve the delivery of services and the understanding of outcomes; provide technical support to districts and organizations related to queries within data management systems, including but not limited to CALPADS and designated student/client information systems.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
- Collect, prepare and analyze a variety of narrative and statistical reports; deliver timely recommendations to improve programs, partnering with, or operated by the county office.
- Collect, maintain, organize, format, generate, analyze, interpret, and apply reports.
- Communicate with county office personnel, outside agencies and others to request data, exchange information and resolve issues or concerns.
- Conceptualize the needs and requirements of any data visualizations and develop mockups to ensure functional requirements are met before developing.
- Conduct data collection, organization, compilation and analyses; interpret and communicate results; disseminate information and respond to inquiries in a timely manner.
- Ensure the accuracy, privacy and reliability of data provided in visualizations.
- Establish and maintain collaborative relationships with outside agencies.
- Establish and monitor projects to meet required timelines, with quality output.
- Import and export data within and between internal and external software systems, including data to and from multiple student information systems, agencies, assessments and vendors.
- Input and update a wide variety of data into an assigned computer system; establish and maintain various automated records and files; initiate queries and develop spreadsheets; generate and disseminate a variety of mandated and requested computerized reports; ensure accuracy of input and output data; process and generate a variety of purchasing forms and documents as assigned.
- Integrate data from multiple sources and file formats to develop, design and prepare assessment, accountability, achievement and demographic reports using modern data visualization tools and techniques.
- Perform a variety of technical services involving analysis, auditing, project management, and development and maintenance of complex databases related to evaluation, research and assessment.
- Prioritize and sequence data collection/visualization projects according to need and value.
- Provide process and product evaluation information to assess program compliance with State and federal guidelines, the degree of implementation of plans, and the programs impact on students/clients.
- Provide technical assistance to county networks and collaborative workgroups.
- Remain current with research and evaluation trends by attending conferences, reading journals/papers, joining professional associations, taking courses and attending workshops.
- Respond to inquiries and make recommendations based on data analysis.

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- Train and provide assistance to system users concerning computer system applications, operations and functions as assigned; receive and respond to user telephone calls and emails; provide information concerning related standards, requirements and procedures.
- Utilize computers and peripheral equipment to perform a variety of technical data management functions involved in the maintenance of assigned county office databases and development of various computerized records and reports.
- Write comprehensive, objective reports and make presentations of information to a wide range of audiences.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

OTHER DUTIES:
- Ability to work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings.
- Drive a vehicle to conduct work using own transportation.
- Perform related duties as assigned.
- Travel within Fresno County and/or statewide.

KNOWLEDGE OF:
- Analytical and problem-solving abilities.
- Basic statistical concepts such as mean, median and mode used in research data analysis.
- Computer software applications relevant to educational assessment such as database and data management.
- Data governance concepts.
- Data processing and statistical software such as SQL, and SPSS.
- Education testing principles and practices.
- Methodology used in educational research and of the statistical components of evaluation design.
- Presentation methods.
- Project management, analysis, monitoring and evaluation procedures.
- Project management concepts, terminology and tools.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

ABILITY TO:
- Build and maintain analytics systems that are efficient, reliable, maintainable and testable using various programming.
- Conduct statistical procedures to gather, analyze and interpret data.
- Communicate the results of evaluation studies to audiences with varying levels of expertise.
- Complete assignments successfully with minimum direction and/or supervision.
- Design and conduct evaluation studies.
- Effectively use data processing, analysis and visualization technologies such as SQL, Tableau, and/or Power Bi.
- Translate complex data and analysis results into clear, engaging and actionable reports or presentations.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with little direction.

EDUCATION AND EXPERIENCE:

EDUCATION:
- Bachelor's degree.
- Master's degree preferred.

EXPERIENCE:
- Three years increasingly responsible experience in the analysis, programming and design of systems and applications.

LICENSURE AND OTHER REQUIREMENTS:
- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

WORKING CONDITIONS:

ENVIRONMENT:
- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

PHYSICAL DEMANDS:
- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.

APPROVED:
Effective: 07/01/2019
Revised: 12/18/2020