

## DATA ANALYST

### DEFINITION

A Data Analyst compiles, reviews, and converts data; and generates various reports to fulfill various internal and external data requests and other data-related tasks.

### TYPICAL DUTIES

- Provides support by pulling, summarizing, and validating data in respond to urgent questions from District leadership, media, legal authorities for subpoenas and investigations, and Public Records Act requestors.
- Runs data system queries, extracts data, sorts, updates, and merges data files from a variety of sources.
- Processes data from multiple sources applying programming languages such as R and Python and software programs such as Microsoft Excel, Tableau, or other similar programs to create reports, and produce spreadsheets, pivot tables, graphs, and customized data files.
- Compiles and transforms data sets for vendors and researchers and then transfers files via a secure file transfer protocol.
- Updates, maintains, and archives databases, files, reports, and other documentation such as business rules, data sources, policies, and procedures to ensure continuity and common understanding amongst data users across the District.
- Assists with drafting data summaries and other supplementary documentation and materials for District initiatives, meetings, training workshops, and presentations.
- Collects, processes, and validates data for public reporting such as the District's Open Data Portal, School Accountability Report Cards, School Experience Survey dashboard, as well as, for other District and State reporting requirements.
- Applies de-identification and suppression protocols to ensure cells in data files and tables in reports comply with District and State data privacy policies as well as the Federal Family Educational Rights and Privacy Act (FERPA) requirements.
- Assists with the investigation of discrepancies in District data systems by documenting and reporting findings to ensure the continued validity and reliability of District data.
- Performs related duties as assigned

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Data Analyst assists by performing assigned technical duties such as compiling, reviewing, and converting data; and generating various reports to fulfill various internal and external data requests and other data-related tasks.

A Strategic Data Analyst serves as a specialist in data pertaining to student achievement and performance by independently utilizing complex data analysis to examine implications of observed trends in District, school, and student performance.

### SUPERVISION

General supervision is received from an administrator or supervisor. No supervision is exercised.

### CLASS QUALIFICATIONS

#### Knowledge of:

- Basic relational database principles
- Basic summary statistics

Basic research methods and data extraction techniques  
Essential capabilities and applications of spreadsheet, graphic visualization, and word processing software  
Laws and policies governing confidential or sensitive information  
Microsoft Office Suite (Word, Excel, PowerPoint, Access, Outlook)

Ability to:

Merge multiple datasets into one  
Perform basic data analysis and draw logical conclusions  
Summarize and/or pivot data into tables  
Determine best methods of collecting and processing data  
Organize and maintain records related to data projects  
Retrieve, organize, and maintain data from electronic files and various databases  
Collaborate, be flexible, and maintain a positive attitude in fast-paced, demanding work environment  
Work effectively with all levels of District personnel and with the public

ENTRANCE QUALIFICATIONS

Education:

An Associate's degree or 60 semester units or equivalent from a recognized college or university with coursework to include at least three of the following subjects: statistics, research methods, quantitative analysis, information management, advanced mathematics, computer science, data science, analytics, or related subjects, provided that graduation from high school or evidence of equivalent education proficiency is met. Graduation from a recognized college or university with a degree in the aforementioned fields is preferable.

Experience:

One year of experience performing at least two of the following data-related tasks: 1) retrieving, processing, and cleaning data; 2) analyzing data; 3) working with large data sets with sample sizes greater than 2000; 4) and/or merging data files from multiple sources. Graduation from a recognized college or university with a degree in statistics, research methods, quantitative analysis, mathematics, computer science, data science, analytics, or related field may substitute for the required experience.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by relevant law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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