

Job Description

San Ramon Valley Unified School District

Educational Services Technical Analyst

Purpose Statement

The job of Educational Services Technical Analyst is done for the purpose of performing a variety of independent, advanced technical, highly complex, and analytical duties in support of the research and evaluation function of the Educational Services Division; facilitating the collection, management, manipulation, analysis, and distribution of educational data used for decision making and in the daily operation of schools and departments; working closely with Educational Services management staff to implement applications; managing the education research database system; providing instruction and advice to system users; analyzing problems and issues related to the related software; coordinating usage among all system users; and producing a wide variety of statistical reports.

This job reports to Assigned Supervisor

Essential Functions

- Administers Educational Services information system for the purpose of ensuring availability of services to authorized users.
- Analyzes data and generates reports for the purpose of ensuring the information needs of the District and Educational Services are met.
- Assists stakeholders in a variety of ways (e.g. special reports, data analysis, etc.) for the purpose of providing effective use of the information system while ensuring confidentiality of stored information.
- Designs report options and database applications for the purpose of providing personnel with information customized to their specific needs.
- Develops user materials for the purpose of ensuring the effective use of the system.
- Identifies issues related to the student information systems and software applications for the purpose of resolving user problems.
- Inputs data into student information system for the purpose of ensuring accuracy of data.
- Instructs District and site staff on the use of education information systems for the purpose of ensuring proper and efficient use of system.
- Maintains database systems for the purpose of ensuring availability of accurate information as needed.
- Participates in meetings for the purpose of providing information and making recommendations.
- Prepares a wide variety of complex information for the purpose of documenting activities and issues, meeting compliance requirements, providing audit references, making presentations, and providing supporting materials for requested actions.
- Researches work-related topics for the purpose of gathering information, remaining up to date, and making recommendations.
- Responds to inquiries from stakeholders for the purpose of resolving problems while supporting site and District users.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; using general office software; and using database software.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: current generation office software; current generation database software; and educational information required for reporting.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with data of varied types and/or purposes; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; establishing and maintaining effective working relationships; communicating with persons with diverse technical knowledge and skills; maintaining confidentiality; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of significant resources from other workunits is routinely required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education (Minimum): Bachelors degree in information systems, computer science or related field, including or supplemented by courses in research design, statistics, testing and measurement, and two years of experience in systems development and programming of major applications.

Required Testing

None Required

Certificates and Licenses

Database Certificates

Continuing Educ. / Training

Maintains Certificates and/or Licenses
District Mandated Training

Clearances

Criminal background Clearance
Tuberculosis Clearance

FLSA Status

None Exempt

Approval Date

December 14, 2021

Salary Grade

Range 42

Revised Date