

DATA ANALYST

DISTINGUISHING FEATURES OF THE CLASS: Under the direct supervision of a higher level administrator, the incumbent of this position is responsible for the collection of data related to the student population, test results and educational programs, for the production and formatting of various reports and data analyses. There is latitude for independent judgment within established guidelines and procedures. In the collection of data, this position will have considerable contact with registration staff, administrators, teaching staff and parents. Supervision is not an aspect of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Collects data from various school and community sources and enters it into the school district database;

Enters data into and maintains a school district database;

Reviews the work involved in the preparation of basic records including data collection procedures and formatting of data;

Compiles, tabulates and codes statistical reports using automated systems to produce spreadsheets, graphs and databases;

Collects and maintains data based on student census, enrollment, and attendance to produce statistical reports (on automated systems equipment) using collected data;

Systematizes and organizes data on student test results and prepares data for analysis, district studies and/or state reports;

Provides first level support for the Student Information System;

Prepares correspondence and reports in response to requests for statistical information;

Maintains a help desk database;

Checks the proper filing of records and reports;

Answers telephone and personal inquiries as to statistical procedures and information;

Verifies statistical data, as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILL, ABILITIES AND ATTRIBUTES: Good knowledge of automated spreadsheet and database programs; good knowledge of the procedures used in compiling, tabulating and verifying statistical data; good knowledge of business English, office terminology, equipment and procedures; good knowledge of the capabilities of automated systems equipment to produce various formats, such as reports, tables, charts and file storage; ability to manipulate data into different standard formats; ability to perform simple arithmetic computations; ability to comprehend and maintain complex records and data files; ability to comprehend and carry out complex verbal and written directions; ability to get along well with others; ability to read, write, speak, understand, and communicate sufficiently in English to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, e-mail, and database software; thoroughness; good judgment; dependability; tact; courtesy; initiative; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: a) Graduation from high school or possession of a high school equivalency diploma and five (5) years of work experience in which the primary function of the position was using automated spreadsheet and database programs; or (b) a Bachelor's Degree* and one (1) year of work experience as described in (a); or (c) a Bachelor's Degree* or Master's Degree* in Computer Science, Information Technology, Analytics, Data Science or a closely related field.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:
In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.