

**JOB DESCRIPTION**

**Job Title:** Data & Analytics Specialist (9984)

**Job Summary:**

Under the direction of the department administrator and/or designee, collect, analyze and present data from a variety of sources; 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.

**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.
- 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.
- 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.
- Perform other related duties, as assigned.

**Responsibilities include:** working under standardized instructions and/or routines focusing primarily on results; providing information and/or advising other persons. Utilization of resources from other work units is required to perform the job's functions. There is an opportunity to impact the Organization's services. The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering

and/or feeling. Generally, the job requires 85% sitting, 10% walking and 5% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere.

### **Skills, Knowledge and/or Abilities Required:**

#### **Skills 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.
- 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;
- interpret, apply, and explain rules, regulations, policies and procedures;
- perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards;
- operate a variety of office equipment, including but not limited to a computer and assigned software programs.

#### **Knowledge of:**

- California Education Code, local, state, and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities;
- state accountability system and sources of data such as DataQuest and CALPADS;
- 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 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;
- project management concepts, analysis, monitoring, and evaluation procedures;
- proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication;
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

#### **Ability to:**

- exhibit interpersonal skills including but not limited to tact, patience, flexibility and courtesy;
- comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent;
- maintain a safe work environment;
- Serve as a technical resource and liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning the assigned area;
- work collaboratively and maintain effective working relationships with a variety of stakeholders;
- facilitate and co-facilitate meetings in assigned areas;
- prepare and deliver professional development and presentations in assigned areas;
- develop written guidelines and training materials as necessary;
- synthesize and summarize qualitative and quantitative data;
- communicate effectively both orally and in writing using appropriate English spelling and grammar;
- work confidentially, independently, and with discretion with little direction;
- maintain confidentiality of student information;
- respond to various inquiries in a timely and consistent manner;
- work on a flexible schedule to attend evening and weekend meetings/conferences, as assigned and to coincide with department calendared meetings;
- travel within Tulare County and/or statewide using own vehicle, as needed.

#### **Experience Required:**

- Five (5) years of experience in a certificated position.
- Three (3) years of experience in the analysis, programming, and design of systems and applications.

**Education Required:**

- Bachelor's degree.
- Valid California Teaching or Pupil Personnel Services Credential.
- Valid California Administrative Credential is preferred.

**Other Requirements:**

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint Response (upon hire).

**FLSA Status:** Exempt

March 2025

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.