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|  | PROPOSED POSITION DESCRIPTION |
| Title: Data Management Analyst (Formerly Report Writer) | |
| Department: Technology & Information Services | FLSA Classification: Non-Exempt |
| Bargaining Unit: None | Work Year: 12 Months |
| Reports to: Director, Information Services | Board Approval Date: Pending Board Approval |

Salary Grade: Range 136 - Supervisory and Unrepresented Employees Salary Schedule

Primary Function:

Under the direction of the Director, Information Services, the role of the District Data Analyst is to:

- Examine and evaluate reporting requirements for various departments across the organization
- Use proven knowledge of specialized reporting tools to develop reporting structures as required
- Responsible for proactively generating and compiling reports based on his or her findings, complete with recommended improvements to – or new requirements for – site and district business practices, operational procedures, and their corresponding reporting structures, and other related duties
- Assist in the implementation of various district data systems
- Plan, implement, and coordinate data integrations between various systems coordinating between departments as needed
- Confers with and directs as needed district data staff in the methods, procedures, and production of needed data reports

Essential Job Functions:

The job functions will be reviewed and updated periodically as duties and responsibilities change with business demands, technological improvements, and District requirements. Nothing in this list of job functions restricts management’s right to assign or reassign duties and responsibilities for this job.

1. Document and maintain report schedules and processes.
2. Implement, manage, and maintain third-party data integrations among the various vendors and data systems used by the district. Document electronically all third-party data integrations.
3. Provide training and technical assistance to staff.
4. Research, review, and analyze the effectiveness and efficiency of existing report procedures, including end-user reviews, to develop strategies for enhancing or further improving these processes.
5. Meet with decision-makers to develop department specifications to provide required data to meet district, State, and Federal reporting guidelines.
6. Communicate reporting changes, enhancements, and modifications to district administrators and other staff so that issues and solutions are understood.
7. Develop routines and procedures for end-users to facilitate implementing best practices with reporting tools and applications.
8. Research, advise, and support departments and managers in appropriate, effective, and efficient use of organizational reporting capabilities and functions.

9. Design, develop, create, and deliver the needed reports to the end-user community.
10. Communicate regularly with the Director: Data, Testing, and Assessment and district administration regarding the status of reporting structures regarding technical changes and change management.
11. Prepare or revise complex documentation in non-technical terms for users.
12. Provide backup support for the District SIS as needed.
13. Communicate effectively within the department and with school office staff to exchange information, and explain policy and procedures in a friendly and professional manner.
14. Become proficient in new software and be able to share that knowledge with others.

Marginal Job Functions:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to updating. Nothing in this list of job functions restricts management's right to assign or reassign duties and responsibilities for this job.

1. Perform other related duties as assigned.
2. Occasional overtime and weekend work required.

MINIMUM QUALIFICATIONS:

Education and Experience:

- BA or BS in the field of computer science, mathematics, or information management systems, and/or 3 - 5 years related work experience.
- Three (3) or more years of extensive experience:
 - data research and analysis, specifications and routines development, and data modeling.
 - reporting tools and software, such as SQL, SQL Server Reporting Services, Tableau, Crystal Reports, Excel, Google Sheets, FileMaker Pro, etc.
- Three (3) or more years of
 - responsibility for managing and supporting a specific-purpose applications environment (such as TOMS, CALPADS, Aeries) in a school district;
 - working independently and coordinating multiple projects simultaneously;
 - knowledge of educational practices as applied to data extraction, manipulation, analysis, and reporting, preferred.
- Demonstrated ability to work independently and coordinate multiple projects simultaneously.
- Demonstrated ability to communicate effectively with clients, e.g., school and district staff, and vendors
- Demonstrated ability to learn new software.
- Demonstrated ability to work in a team-oriented, collaborative environment.

License and/or other qualifications:

- Valid California Driver's License

Knowledge and Abilities:

- Google Docs / Microsoft Word (Three or more years experience)
- Google Spreadsheets / Microsoft Excel (Three or more years experience; queries and formulas)
- Student information systems such as Aeries (Three or more years experience)
- Knowledge of educational practices as applied to data extraction, manipulation, analysis, and reporting.

Ability to:

- Exercise independent judgment and take action on it
- Effectively prioritize and execute tasks while under pressure
- Conduct research into database issues, standards, and products, as required
- Present ideas in user-friendly language
- Apply proven analytical and problem-solving abilities

Work Environment:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

| Factor | Y | N | If yes, describe |
|--------------------------------------------------------|---|---|------------------------------------|
| Driving cars, trucks, forklifts, and other equipment | ✓ | | Personal vehicle to multiple sites |
| Working around equipment and machinery | | ✓ | |
| Walking on uneven ground | ✓ | | Stairs, ramps |
| Exposure to excessive noise | | ✓ | |
| Exposure to extremes in temperature, humidity, wetness | | ✓ | |
| Exposure to dust, gas, fumes, or chemicals | | ✓ | |
| Working at heights | | ✓ | |
| Operation of foot controls or repetitive foot movement | | ✓ | |
| Use of special visual or auditory protective equipment | | ✓ | |
| Working with biohazards | | ✓ | |

Physical Demands:

Performance of the essential job functions typically requires the physical demands as described here below.

| Category | Never | Rare <10% | Occas. to 33% | Freq. to 66% | Cont. > 66% |
|--------------------------|------------------------------------------|--------------|------------------|-----------------|----------------|
| Sitting | | | | ✓ | |
| Walking | | | ✓ | | |
| Standing | | | ✓ | | |
| Bending (Neck) | | | ✓ | | |
| Bending (Waist) | | | ✓ | | |
| Twisting (Neck) | | | ✓ | | |
| Twisting (Waist) | | | ✓ | | |
| Squatting | | | ✓ | | |
| Climbing | | ✓ | | | |
| Kneeling | | ✓ | | | |
| Crawling | | ✓ | | | |
| Repetitive use of Hands? | ✓ Yes No | | | | |
| | D = Dominant Hand ND = Non-Dominant hand | | | | |
| Simple Grasping (D) | | | ✓ | | |
| Simple Grasping (ND) | | | ✓ | | |

| | Never | Rare <10% | Occas. to 33% | Freq. to 66% | Cont. > 66% |
|------------|-------|--------------|------------------|-----------------|----------------|
| Lifting | | | | | |
| 1-10 lbs | | | ✓ | | |
| 11-25 lbs | | | ✓ | | |
| 26-50 lbs | | ✓ | | | |
| 51-75 lbs | ✓ | | | | |
| 76-100 lbs | ✓ | | | | |
| 100+ lbs | ✓ | | | | |

| | | | | | |
|-----------------------------|--|--|---|---|--|
| Power Grasping (D) | | | ✓ | | |
| Power Grasping (ND) | | | ✓ | | |
| Fine Manipulation (D) | | | | ✓ | |
| Fine Manipulation (ND) | | | | ✓ | |
| Pushing & Pulling (D) | | | ✓ | | |
| Pushing & Pulling (ND) | | | ✓ | | |
| Reaching- Above Shoulder | | | ✓ | | |
| Reaching- At/Below Shoulder | | | ✓ | | |

| | Never | Rare <10% | Occas. to 33% | Freq. to 66% | Cont. > 66% |
|------------|-------|--------------|------------------|-----------------|----------------|
| Carrying | | | | | |
| 1-10 lbs | | | ✓ | | |
| 11-25 lbs | | | ✓ | | |
| 26-50 lbs | | ✓ | | | |
| 51-75 lbs | ✓ | | | | |
| 76-100 lbs | ✓ | | | | |
| 100+ lbs | ✓ | | | | |

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.