



ACCOUNTABILITY AND TESTING DATA ANALYST II

Exempt

General Definition of Work

Performs complex advanced technical work developing data analysis database applications, analyzing data, producing reports, charts and scorecards, working with stakeholders to define data needs and explore future data analysis capabilities, providing professional development training, providing a strategic view of data for school and district planning teams and other stakeholders, and related work as apparent or assigned.

Qualification Requirements

Bachelor's degree in computer science, information science, management information science or related field or considerable experience/knowledge in database design, structured programming, integrity/validation procedures, and statistics and statistical measurements.

Salary

Pay Grade 71

Reports to

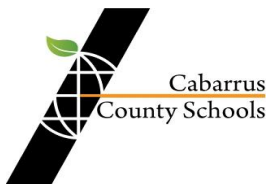
Director of Accountability Services

Essential Functions

- Imports, cleans, and transforms data into easily useable reports.
- Validates data using databases and spreadsheets for key district data that will be used to analyze the district's progress to determine strengths and opportunities for improvement for the district.
- Responsible for maintaining the student information system.
- Communicates with and trains the schools' data managers to ensure accurate data entry in the student information system.

Knowledge, Skills and Abilities

- Thorough knowledge of technical manuals and guides to assist with work processes.
- Thorough knowledge of application district, state and federal rules related to data integrity and reporting.
- Must have a high level of knowledge with databases and understand SQL.
- Must have experience working with a variety of information systems and data files, including large and complex files: analyzing file structure, using and creating file layouts, as well as transforming raw data into finished products.
- Ability to operate standard office equipment and related hardware and software.
- Ability to learn specialized software related to business need.
- Ability to provide troubleshooting expertise for other non-technical staff.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective working relationships with staff.



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Physical Requirements

- Requires the occasional exertion of up to 10 pounds of force.
- Regularly requires sitting, using hands to finger, handle or feel and repetitive motions.
- Occasionally requires standing, walking, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting.
- Work has standard vision requirements.
- Vocal communication is required for expressing or exchanging ideas by use of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Requires preparing and analyzing written or computer data.
- Must be able to operate a variety of equipment and tools including computers, scanners, typewriters, computer software, etc.
- Work has no exposure to environmental conditions.
- Work is generally in a moderately noisy location (e.g. business office, light traffic).

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.