

DATA ANALYST

DISTINGUISHING FEATURES OF THE CLASS: This is technical and analytical work involving collection of student-related data and production of reports and analyses of the data. Responsibilities include collecting data relating to the student population, including but limited to educational test results, data from various educational programs, data collected for school administration purposes, and manipulating data, using standard data management software programs, into various formats for reports and analyses, as required. Duties require considerable contact and interaction with school registration staff, administrators, and teaching staff, as well as parents and students. Work is performed under supervision of a higher level school administrators within established guidelines and procedures, with leeway allowed for the exercise of independent judgment in carrying out details of the work. Supervision may be exercised over data systems services staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Collects data from various school and community sources and enters it in a 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 and produces statistical reports (on automated systems equipment) using collected data;
Systematizes and organizes data on student test results and prepares data for analysis, district studies 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;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

DATA ANALYST (cont'd)

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: 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 comprehend and maintain complex records and data files; ability to establish and maintain effective professional relationships; ability to communicate ideas clearly and effectively, both orally and in writing; ability to understand and follow complex oral and written instructions; good judgment; dependability; tact; courtesy; initiative.

MINIMUM REQUIREMENTS: Either

- a) A Bachelors Degree in computer sciences, statistics, human services, behavioral sciences or closely related field and six (6) months experience in the use of automated spreadsheet and database programs; or
- b) A Bachelors Degree and one (1) year of experience in the use of automated spreadsheet and database programs; or
- c) An equivalent combination of training and experience as described in a), b) and c) above.

SUBSTITUTION NOTE: A Masters Degree in computer sciences, statistics, human services, behavioral sciences or closely related field can be substituted for the minimum qualifications as described above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

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.