# DATA AND REPORTING ANALYST

**Purpose Statement**

Under the direction of an assigned manager and/or supervisor, translate non-technical user requirements into technology specifications for department staff and software vendors; assist in the development and documentation of user requirements, system fit-gap-analysis, program functionality, data mapping, data conversion and report processing requirements.

**Essential Functions**

- Translate non-technical user requirements into technical specifications for department technical staff and software vendors; provide technical assistance to programmer analysts and other operations personnel in the development of software to be utilized by District personnel.

- Install, and maintain software upgrades for a variety of administrative systems; maintain quality control of new software version installations; troubleshoot and correct routine and complex software application problems; program change management and documentation library.

- Analyze software upgrade changes for additional functionality and usability.

- Assist with development and programming activities for database management systems.

- Perform internal departmental studies to assist with the development of departmental procedures; assist with conversion of existing systems to meet the needs of new computer hardware and software.

- Assist in data conversion from existing systems to commercially supplied software applications.

- Produce and analyze data extracts for district staff, other agencies, and the public.

- Manage and administer federal and/or state reporting systems; maintain calendar, community, accounts, reports, and systems controls.

- Attend training meetings to remain current on laws and regulations of federal and state reporting system requirements.

- Analyze enrollment, demographic, economic and other statistical data to ensure the data meets all requirements of the state reporting and student information systems by the identified deadlines for all reporting windows.

- Import, maintain, and report testing data for sites, district, and federal and/or state reporting systems.

- Review reports produced by federal and/or state reporting system for reasonableness; work with other district personnel to ensure source data is accurate.

- Coordinate with district departments to ensure federal, state and district reporting requirements are met.

- Ensure student data is accurately recorded in State Reporting System for use during standardized testing.

- Maintain data requirements and imports for feeder school district student data.

- Provide training and support to district and site personnel (testers, registrars) regarding issues related to student data and state and federal reporting requirements.

- Serve as District liaison with a variety of vendors and contractors.

**Other Functions**

- Performs other related duties, as assigned.

## Job Requirements: Minimum Qualifications

### Skills, Knowledge and Abilities

SKILLS are required to manage comprehensive data systems, procedures and reporting functions; perform complex data analysis and research; prepare clear and concise data reports; translate non-technical user requirements into technical specifications; read and understand technical manuals and documentation; maintain quality control of new software version installations; assist in data conversion from existing systems to commercially supplied software applications.

KNOWLEDGE is required of methods and procedures related to the development of non-technical user requirements into technical specifications for department technical staff and software vendors; methods and procedures related to the installation and maintenance of software upgrades for a variety of administrative systems; database management system software including SQL, ODBC, and DBMS related interfaces; basic development and programming activities for database management systems; procedures for batch processing, scheduling calendars and report processing requirements. Specific knowledge required to satisfactorily perform the functions of the job includes knowledge of: federal and state laws and requirements with respect to student assessment and data reporting; technical aspects of the field of specialty, crystal reports and SQL reporting tools; Microsoft office Suite; and Microsoft Project.

ABILITY is required to translate non-technical user requirements into technical specifications for department technical staff and software vendors; update and maintain database software and system control programs in the client/server environment in WINDOWS, NT and UNIX operating systems; install and maintain software upgrades for a variety of administrative systems; maintain quality control of new software version installations; troubleshoot and correct routine and complex software application problems. Ability is also required to communicate verbally and in writing; present and train others in data governance and entry requirements; establish and maintain cooperative and effective working relationships with those contacted in the course of assigned duties; work independently with little direction.

### Working Environment

The work environment characteristics are represetnative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individulas with disabilities to perform essential functions. The usual and customary methods of performing the job's functions require the following physical demands: standing; walking; sitting; using hands to finger, handle or feel ojects, tools or controls; reach with hands and arms; stoop; kneel; crouch; talk and hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and distrance vision. The noise level in the work environment is usually moderate.

### Education/Experience

Any combination equivalent to two (2) years of college level coursework in information systems, computer science or related field and a minimum of three (3) years of progressively responsible experience in systems analysis and database work.

| Required Testing | Certificates & Licenses |
|---|---|
| None | Valid California Driver's License |
| **Continuing Educ./Training** | **Clearances** |
| | Pre-placement Physical Exam; TB Clearance; and Criminal Justice Fingerprint/Background Clearance. |

*Office-Technical Job Description* Salary Range: 70
*Adopted by BOT 06/16/03*
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