



ANALYST II-INFORMATION TECHNOLOGY STATE REPORTING

DEFINITION:

Under the supervision of the Director-Information Services, provides technical support and training to staff and school sites in the use of computerized student databases and data entry of various student records; assures accuracy of data and timely submission of mandated student data reports in the California Longitudinal Pupil Achievement Data System (CALPADS) and other electronic State and federal reporting systems.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides technical support to staff and school sites in the use of computerized student databases and data entry of various student records.
- Plans, coordinates and implements CALPADS and other electronic State and federal reporting; reviews data elements in student and staff information and other software systems to detect errors; inputs and submits data to CALPADS and CDE.
- Reviews, analyzes, validates and distributes reports and communication in preparation for certification of mandated reports; verifies the accuracy of data and reports for completeness and compliance with applicable laws, codes, regulations and procedures.
- Performs technical student data processing to assure accurate accounting of student enrollment, demographics, and attendance for various monthly and annual attendance and other reports; assures timely submission of reports.
- Troubleshoots system problems and performs minor repairs to computers and peripheral equipment; arranges for major repairs as necessary; confers with technical support personnel to resolve malfunctions.
- Provides information and guidance to administrators and other District personnel on CALPADS reporting and to assure reporting requirements are met and adhere to state and federal guidelines; develops training programs and related instructional information.
- Plans, organizes and recommends priorities for accurate and timely operations relating to computerized records; coordinates procedures and problem resolution; supports key users at school sites.
- Researches and compiles information for reports; creates and disseminates special reports.
- Reviews and analyzes course requests and course coding; develops new codes for courses as necessary.
- Consolidates reporting data and deliver to sites or departments for reporting approvals; provides aggregate reports for signatures.
- Communicates with other departments, staff and school sites to exchange information, resolve issues and coordinate activities.
- Operates a variety of office equipment including a copier, a computer and assigned software.
- Maintains a variety of records, reports, queries and files related to work performed.
- Attends a variety of meetings, conferences and workshops to maintain current knowledge of technological advances related to CAPADS reporting elements, timelines and assigned activities.

QUALIFICATIONS GUIDE

Knowledge of:

- Principles, methods and problems of operating an electronic data processing computer and peripheral equipment.
- Basic principles of database design, reporting, querying and data evaluation tools.
- State and Federal data reporting requirements and timelines.
- Legal requirements, specifically pertaining to student records confidentiality and reporting.
- Technical aspects of field of specialty.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Organizational operations, policies and objectives.

- Oral and written communication skills.
- Applicable software application and tools.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Arithmetic calculations.

Ability to:

- Provide technical support to staff and school sites in the use of computerized student databases and data entry of various student records.
- Manage comprehensive data systems, procedures and reporting functions.
- Compile and analyze statistical data in a timely and efficient manner.
- Perform complex data analysis and research.
- Provide technical support to staff.
- Interpret, explain and implement mandated reporting requirements.
- Analyze situations accurately and adopt an effective course of action.
- Prepare clear and concise procedural and data reports and presentations.
- Utilize applicable software tools to analyze and manipulate data.
- Provide guidance to administrators and other District personnel on CALPADS reporting.
- Maintain current knowledge of technological advances in the field.
- Troubleshoot system problems and perform minor repairs to computers and peripheral equipment.
- Operate a variety of standard office equipment including a computer and assigned software.
- Establish and maintain files and records.
- Prioritize and schedule work.
- Type or input data at an acceptable rate of speed.
- Work independently with little direction.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Make arithmetic calculations quickly and accurately.

EDUCATION/EXPERIENCE:

Any combination equivalent to: bachelor's degree in information systems or related field and four years experience operating a comprehensive database system.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's License

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Sitting for extended periods of time.
- Lifting, carrying, pushing and pulling light objects up to 10 pounds.
- Bending at the waist, kneeling or crouching to file materials.

WORK ENVIRONMENT:

Indoor/Office. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Previously Revised: 06/2017

