



HEMET UNIFIED SCHOOL DISTRICT
1791 W. Acacia – Hemet, CA 92545 - (951) 765-5100

DATA ANALYST

JOB SUMMARY

Under direction of assigned administrator, performs skilled work in development and maintenance of the district's custom and proprietary assessment and data systems, confers with district and site administrators and staff to provide support, documentation, data extraction, and reports for State and Federal progress monitoring; performs a variety of analytical data integration across systems used across the district; provide support, guidance, insight, and training to staff on accessing and using compiled data;

ESSENTIAL FUNCTIONS

- Compile data and information, prepare and maintain a variety of records, logs and files for purposes of State and Federal progress monitoring (e.g. ;
- Maintain files, source documents, and related data for assessment and accountability purposes;
- Designs layouts and prepares reports and studies to meet the needs of LCAP accountability;
- Maintain department web page(s);
- Provide required information extracts to outside agencies;
- Consult with District personnel to develop efficient mechanisms for gathering and compiling data;
- Serve as a resource to administrators, teachers, and staff;
- Maintain and update the district's use of NWES MAP assessments;
- Assist in resolving technical problems regarding using all assessment and data management platforms relevant to the District goals and functions;
- Operate a computer to input and extract data from automated information management, storage, and retrieval systems;
- Organize and prepare application software documentation, procedural documentation, and operation instructions;
- Make necessary corrections or refers data to those responsible for submission for correction;
- Design and execute specialized complex queries using a variety of databases and software;
- Use a variety of tools to monitor and evaluate data in the district's student systems;
- Collaborate with technology staff to provide seamless overall process flow and to ensure quality customer service;
- Generate and upload data files required for state, federal, and third party data systems;
- Analyze, run, and modify a variety of queries and reports;
- Perform other related work as may be required;

EMPLOYMENT STANDARDS

KNOWLEDGE OF

- General public relations; Interpersonal skills using tact, patience, and courtesy;
- Personal computer operating systems from Windows OS, Mac OS, Apple iOS, and Chrome OS;
- Common productivity software such as: Microsoft Office Suite and Google Suite;
- Operation of district student system database system and CALPADS system;
- Basic logic and/or programming principles;
- Relational database design techniques, capabilities, operation, and control including Microsoft SQL Server programming; develop and query Microsoft SQL
- Modern application processes including workflow, database integration, data validation, and role based security;

- Familiarity with K-12 curriculum, instructional strategies, and the relationship of technology with these areas;
- Principles of student information system and object oriented programming;

ABILITY TO

- Develop and maintain effective working relationships with those contacted in the course of work;
- Organize tasks, set priorities, and meet deadlines;
- Communicate clearly, both orally and in writing;
- Learn and utilize new and current technologies;
- Demonstrate skill levels necessary to operate district database systems and other Microsoft applications;
- Ability to quickly learn new programs at a proficient level;
- Keyboard at a net corrected speed of 45 words per minute;
- Interpret and apply district and departmental policies, rules, regulations, and laws;
- Analyze and interpret state reports and provide feedback on methods to correct errors;
- Compile complex statistical reports;
- Detect errors in printed output and troubleshoot query problems;
- Interpret an extensive variety of technical instructions;
- Explain complex technical issues to non-technical staff;
- Learn and effectively use software specific to established needs;

EDUCATION / EXPERIENCE / OTHER REQUIREMENTS

- High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above;
- College level course work or technical training in data processing and/or computer programming preferred.
- Two (2) years of increasingly responsible work experience that includes data input and/or analysis;
- Possession of a valid California Driver's License during the course of employment;
- Must be insurable at standard rates by the District's insurance carrier and maintain such insurability;
- Employment is contingent on completion of a background check

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job functions.

Physical Demands

Sitting (up to continuously); stand, walk, bend, stop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as use of a keyboard and mouse, handwriting, filing, and use of a phone (continuously); lift and carry office supplies up to ten (10) pounds (occasionally), up to thirty (30) pounds (infrequently);

Working Conditions

Indoors, office setting; Exposure to: inside/outside temperature swings, moderate noise from office equipment; office dust and fumes or airborne particles.

In compliance with the Americans with Disabilities Act (ADA), the Hemet Unified School District (HUSD) will provide reasonable accommodations to qualified individuals with disabilities for the purpose of enabling the performance of the essential duties and responsibilities of the position. HUSD encourages both prospective and current employees to discuss potential accommodations with the Director of Human Resources and/or Safety/Risk Management.

EMPLOYMENT STATUS

Classified Bargaining Unit Position
Range 44

November 6, 2020