

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW/APPROVED JUNE 2017
RANGE: 50.0
CLASSIFIED
CODE: NONE**

**RESEARCH ANALYST – CCCC
(Community Connection for Child Care)**

DEFINITION

Under general direction, the Research Analyst – CCCC is responsible for planning and executing a broad range of assignments in support of the planning, organization, and evaluation conditions for the office of the Kern County Superintendent of Schools.

EXAMPLES OF DUTIES

Under general direction, the Research Analyst – CCCC will plan and execute data analyses regarding the health and well-being of children in Kern County;

prepare a broad range of reports and publications using various formats including digital;

participate in grant-writing activities, including research data and outcomes development;

assist in the development of research agendas and public policy focus areas for key stakeholders;

prepare a variety of reports and data information for community organizations and key stakeholders;

assist other divisions within the Kern County Superintendent of Schools Office with research needs as feasible;

develop and/or maintain information databases as needed and provide analyses of data for administration and key stakeholders;

develop map and GIS studies.

QUALIFICATIONS

Knowledge of:

Understanding of social service delivery systems in Kern County;

educational and social service measurement models, test design, evaluation research methodology, and statistical properties of selected populations;

social science research, sampling methodology, and statistical techniques involved in collecting and analyzing data;

excellent organizational skills are highly desirable;

working knowledge of Microsoft Suite, Microsoft Excel, and communications software is required.

Ability to:

Work with a variety of community based organizations and other community partners in the development and collection of program outcomes data;

ensure program integrity by reviewing and auditing files and data;

develop and execute research and project plans;

apply statistical methods to quantitative research problems;

access information in databases and research datasets;

work with internal staff to complete specific research tasks;

work with external agencies to plan research and other information gathering activities;

prepare and present electronic and paper presentations;

coordinate preparation of or directly prepare written reports;

utilize geographic mapping information systems;

perform data analysis, data interpretation and report writing;

develop and use projection models;

use computer applications for statistical analysis and database management.

Experience:

Three (3) years of experience in the analysis of data in a related area of research involving planning, coordinating, and performing statistical data analysis.

Education:

A graduate degree is preferred;

BA, BS or related degree in behavioral health, statistics, social services, public administration or related field is required.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: gs

6/14/17

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