

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
NEW DRAFT APPROVED JUNE 2015  
RANGE: 52.0  
CLASSIFIED  
CODE: NONE**

### **SPECIAL SERVICES ANALYST**

#### **DEFINITION**

Under general direction, the Special Services Analyst is responsible for a variety of assignments that support the planning, organization, execution and evaluation of program needs throughout Kern County Superintendent of Schools;

perform complex technical functions involving various platforms in order to retrieve, assemble and submit a broad range of statistical reports;

utilize manual and computer assisted processes on a variety of software packages for data analysis, data management, graphics and word processing;

assist in the planning, organization, and compilation of assigned special projects;

use independent judgment due to scope of duties that represent responsible sensitive and complex assignments;

perform other related work as required.

#### **EXAMPLES OF DUTIES**

Assist with the planning and coordination of annual Williams Settlement visits;

provide assistance in preparing the quarterly district and annual Kern County Board of Education and Kern County Board of Supervisor reports associated with the Williams Settlement Act;

request information and data, review the data and compile accurate and comprehensive reports and surveys to fulfill compliance regulations and requirements;

locate, organize, identify and extract a variety of requested data; inspect and code data in preparation for analysis and create project documentation and reports as needed;

develop a project database to integrate and maintain past and present project data;

create maps and graphs using GIS software and related equipment as needed showing map features, property boundaries, plotted lots, recorded bearings and distances as applicable;

meet with users to define data needs, project requirements and required outputs;

gather, analyze and integrate spatial data from staff and determine how best the information can be displayed using GIS;

present information to users and answer questions;

respond to inquiries from other Kern County Superintendent of Schools' staff and school district administrators that involve the interpretation of policies, regulations, and operational procedures;

provide support and assistance for special projects as assigned;

maintain a positive, helpful attitude and working relationship with other office employees, school district employees and members of the public.

## **QUALIFICATIONS**

### Knowledge of:

Policies and practices of California K-12 public education;

standard statistical software;

Quintessential School Systems (QSS/Oasis);

Geographic Information System (GIS) software such as, ESRI ArcView;

statistical procedures related to sampling, correlation analysis, projections and other quantitative measures applied to education program research and evaluation;

organization and presentation of narrative and statistical information;

principals and practice of file and records management;

data collection and management.

### Ability to:

Multi-task, prioritize work and research information to complete work independently with strict adherence to project and assignment deadlines;

interpret, identify, assess, or diagnose a variety of instructions or information furnished in written, oral, diagram or schedule form and plan approaches that respond to problems or challenges;

create and maintain necessary research documentation, files and records related to research projects;

stay up to date with developments in GIS methods and technologies, and provide suggestions to improve the effectiveness of the spatial analysis used;

operate a computer and related peripheral equipment;

interact with internal and district employees at all levels using tact, patience and courtesy;

conceptualize and assist in the design of information data collection and other processes, including the ability to analyze those processes for improvement and efficiency;

understand and carry out oral and written directions.

### Experience:

A minimum of two years' experience involving research and statistical analysis activities and projects.

Experience in the use of Geographic Information System (GIS) applications and reading and interpreting maps.

Experience in establishing and maintaining data collection systems and reporting.

### Education:

Bachelor's degree in statistics, mathematics, economics, or related field is required.

Work experience in a comparable position can be substituted on a year-for-year basis in place of the Bachelor's degree requirement.

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

6/17/15

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