

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
NEW/APPROVED MAY 2020  
RANGE: 50.0  
CLASSIFIED  
CODE: NONE**

**RESEARCH ANALYST  
KERN EDUCATION PLEDGE (KEP)**

**DEFINITION**

Under general direction the Research Analyst – Kern Education Pledge (KEP) will perform research and evaluation duties, including those related to the Kern Education Pledge, K-12 career technical education pathways, and state-mandated matriculation programs and activities.

**EXAMPLES OF DUTIES**

Design and perform research and evaluation of K-12 career education, college and region labor markets;

prepare reports for K-12 education, college personnel, and business and industry partners to measure the effectiveness, and progress of the Kern Education Pledge;

perform statistical analysis, evaluation, and research;

conduct reviews and assessment of academic and student programs;

utilize accurate statistical procedures and sampling techniques for research projects to assure high levels of confidence and reliability;

prepare and revise reports with accompanying tabular, graphic and statistical contents, descriptions of analytical methods used and narrative of findings and conclusions;

create, develop, and maintain databases related to student performance outcomes, follow-up studies and analyses of program enrollment patterns;

collect, assemble and perform statistical analysis and determine appropriate statistics for data types including frequencies, chi-square, correlation, multiple regression and others;

identify and extract a variety of requested data, inspect and code data in preparation for analysis and create project documentation and databases;

operate a variety of software packages for data analysis, data management, graphics and word processing;

communicate with K12 staff, college and university partners, in analysis, compilation and interpretation of data;

respond to research questions as requested; describe findings;

attend meetings as assigned;

perform other related duties as assigned.

**QUALIFICATIONS**

Knowledge of:

Standard and advanced statistical procedures related to sampling, correlation analysis, projections and other quantitative measures applied to education, social and program research and evaluation; regression techniques, principles and tables;

research design for original data collection and analysis;  
use of personal computers and appropriate software packages, including standard statistical software;  
technical report writing;  
organization and presentation of narrative and statistical information;  
technical aspects of research;  
effective public speaking;  
uses capabilities, characteristics and limitations of computers and related equipment;  
modern office procedures and methods;  
correct English usage, spelling, grammar and punctuation.

Ability to:

Perform extensive and technical research and evaluation tasks;  
design forms and documents for various research purposes and target audiences;  
design and perform research and evaluation for the Kern Education Pledge general membership and work groups;  
interact, participate and conduct presentations to individuals of the Kern Education Pledge, committees, organizations and others as assigned;  
prepare comprehensive statistical and narrative reports;  
utilize accurate and appropriate statistical procedures and sampling techniques;  
create, develop and maintain computer databases;  
create and maintain necessary research documentation, files and records related to research projects;  
conduct meetings and interviews necessary for investigation and data collection;  
work as a team member with other K12 staff;  
use tact, patience, and courtesy;  
operate a computer and related peripheral equipment;  
communicate clearly and concisely, both orally and in writing;  
establish and maintain cooperative working relationships with those contacted in the course of work.

Experience:

Three (3) years responsible experience involving related research and analysis activities and projects.

Education:

Bachelor's degree in statistics, mathematics, economics, social services, public administration, or related field 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: rn

4/27/2020

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