

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED DECEMBER 2023  
SALARY SCHEDULE #85  
RANGE: 22.0  
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT  
CODE: 6,8**

**SENIOR RESEARCH ANALYST  
(KERN INTEGRATED DATA SYSTEM)**

**DEFINITION**

Under general direction, the Senior Research Analyst (KiDS) will oversee and carry out tasks necessary to collect, assemble and perform statistical analysis and determine appropriate statistics for data as it relates to individual student performance and school improvement for use in decision-making.

**EXAMPLES OF DUTIES**

Schedule and help prioritize the work assignments and deadlines of the Data Analyst staff;

design and manage procedures to ensure valid and reliable data is provided to district users through the KiDS platform;

in collaboration with the Director, create and monitor project road mapping and prioritizing of projects related to the KiDS platform;

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

interpret data analysis results to draw inferences and conclusions;

coordinate staff in supporting district data requests and additional platform metrics;

prepare and present reports for K-12 education, college personnel, and business and industry partners as needed to monitor countywide initiatives;

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

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 duties as assigned.

## **QUALIFICATIONS**

### Knowledge of:

Knowledge of ETL processes as well as Database management systems and database management tools such as Microsoft SQL server, Microsoft SQL Server Management Studio, and SQL Server Integration Services;

state educational and /or local K-12 accountability measures.

### Ability to:

Manage complex projects including prioritizing and road mapping the tasks for the Data Analyst team;

effectively multi-task among multiple complex projects and deadlines;

interpret and communicate complex relationships;

probe all appropriate sources for relevant information and answers to key questions;

demonstrate persistence and skill in gathering information;

work with formal organizational structures as well as with flexible teams;

build and manage constructive and professional inter-personal relationships;

effectively communicate in public, in conference, and in writing;

### Experience:

Minimum of three years' experience involving related research and analysis activities and projects.

Experience should include practice in one or more of the following; designing and/or evaluating complex systems, data policy analysis, educational research, and/or data science.

Previous project management experience preferred.

### Education:

Bachelor's degree in data science, statistics, economics, or public policy, required.

Master's degree in fields mentioned above, preferred.

### Conditions of Employment:

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

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.

This position is overtime exempt and has a probationary period of one year

CP:rn

12/5/2023

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