

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED/APPROVED JULY 2022**  
**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 collecting, analyzing, presenting data from a variety of sources, and executing a broad range of assignments in support of the planning, organization, and evaluation 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 that will monitor the status of child care and trends, including enrollment projections and the health and well-being of children and families in Kern County;

collect, prepare, and analyze a variety of narrative and statistical reports;

collect, maintain, organize, format, generate, analyze, interpret, communicate results, and apply reports;

communicate and collaborate with internal and external partners, exchange information and resolve issues or concerns;

import and export data within and between internal and external software systems, including data to and from multiple student information systems, agencies, assessments, and vendors;

input and update a wide variety of data into an assigned computer system; establish and maintain various automated records and files; initiate queries and develop spreadsheets; generate and disseminate a variety of mandated, and requested computerized reports;

integrate data from multiple sources and file formats to develop, design and prepare assessment, accountability, achievement, and demographic reports using modern data visualization tools and techniques;

perform a variety of technical services involving analysis, auditing, project management, and development and maintenance of complex databases related to evaluation, research and assessment;

remain current with research and evaluation trends by attending conferences, reading journals/papers, joining professional associations, taking courses and attending workshops;

respond to inquiries and make recommendations based on data analysis;

write comprehensive, objective reports and make presentations of information to a wide range of audiences;

attend and participate in a variety of assigned meetings, committees, conferences, in-services, and/or special events;

**QUALIFICATIONS**

Knowledge of:

Analytical and problem-solving abilities;

computer software applications relevant to educational assessment such as database and data management;

education testing principles and practices;

methodology used in educational research and of the statistical components of evaluation design;

project management, analysis, monitoring and evaluation procedures;

proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication;

State Education Code, local, state and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.

Ability to:

Establish and monitor projects to meet required timelines;

conduct statistical procedures to gather, analyze and interpret data;

communicate the results of evaluation studies to audiences with varying levels of expertise;

complete assignments successfully with minimum direction and/or supervision;

design and conduct evaluation studies;

translate complex data and analysis results into clear, engaging, and actionable reports or presentations;

communicate effectively both orally and in writing;

interpret, apply, and explain rules, regulations, policies and procedures;

attend evening and weekend meetings/conferences as assigned.

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: mm

6/27/2022

G:\Research Analyst – CCCC.docx