

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED FEBRUARY 2024
RANGE: 58.5
CLASSIFIED – OVERTIME EXEMPT
CODE: 6

DATA REPORTING ANALYST
(California School Information Services)

DEFINITION

The CSIS California Department of Education – Data Reporting Analyst, working under the direction of the CSIS Chief Operations Officer will provide analysis and technical assistance between the CSIS staff and the California Department of Education (CDE) in the reporting and use of data to support improvements in data collections, alignment of state and federal programs, policies, and definitions, and ensure accuracy and accessibility of new and future public reporting of educational data.

EXAMPLES OF DUTIES

Serve as the data reporting analyst between the CDE's Educator Excellence and Equity Division (EEED), CALPADS Operations Office (COO), Technology Services Division (TSD), and CSIS to increase and improve data collections on educators in California public schools;

serve as the subject matter expert (SME) in the collection of educator and assignment data in CALPADS; work on communications specific to improving data quality and data collections through CALPADS;

provide analysis and expertise in the development, management, and release of new DataQuest reports on educator workforce and assignment data in California schools;

serve as the primary SME in business analysis and requirements gathering for new DataQuest reports and functionality;

engage with external partners on new report functionality and use;

provide consultative expertise to the CDE's data request team on all data requests pertaining to educator data;

review documentation on internal data requests to ensure detail and accuracy;

perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

Demonstrated knowledge of California local education agency student and educator data collection practices;

an in-depth knowledge of CALPADS reporting requirements;

in-depth knowledge of DataQuest and its use;

demonstrated knowledge of relational or multi-dimensional database tools.

Ability to:

Proven ability to communicate effectively in public, in conference and in written materials;

proven interpersonal, group facilitations, leadership and technical skills consistent with the goals and objectives of CALPADS;

proven ability to work effectively on concurrent tasks, with multiple entities;

demonstrated ability to perform duties and responsibilities with a high degree of professional integrity.

Experience:

A minimum of three (3) years of experience in developing and implementing data policy and analyzing the data requirements of complex data systems.

A minimum of two (2) years of experience with CALPADS data requirements, and a minimum of one (1) year of experience functioning as a program analyst with the California Department of Education or another state agency.

Experience working with large relational databases designed for both transaction processing and complex reporting.

Education:

Graduation from a four-year college or university 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 is overtime exempt and has a probationary period of six months.

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02/09/2024

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