

## DATA ANALYST TRAINEE

Code No: 4-19-050  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This is a one year trainee position, located in a school district, designed to learn how to compile and analyze data which includes testing, student census, and demographic data. Upon successful completion of a one (1) year traineeship employees are promoted to Data Analyst without further civil service examination. Incumbents who do not successfully complete the one year traineeship will be removed from the position. The employee reports directly to and works under the general supervision of the Assistant Superintendent for Instruction or other higher level staff member. Does related work as needed.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other activities may be performed although not listed.)

Assists with generating computerized reports including analysis, graphing, and display of test, census, survey, and statistical information;

Assists with processing computerized Medicaid reimbursement for specified special education services (including determining student eligibility for Medicaid and obtaining and maintaining precise paper files of all required data elements);

Assists with processing data, downloading information from Board of Cooperative Education Services (BOCES) including file conversions, importing and exporting to compile data, linking files together to transfer data, preparing data to upload to BOCES, outputting data (electronic and paper) and transferring to district offices;

Assists with organizing, completing and verifying projects and reports associated with school district data and reporting;

Assists with the production of drafts and final copies of tests and creates forms that can be scanned;

Assists with computerized statistical data analysis, including analysis of test results, and develops summary reports for school administrators and the Board of Education;

Learns to update database systems annually and perform some data entry;

Assists with the coordination of scoring local and state-wide tests for various grades and subjects;

Attains current knowledge of Federal and State laws applicable to the verification of data for statewide reporting;

Learns to act as liaison between the District and the New York State Education Department's Assessment and Reporting Offices.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of computer applications using communications links and databases; working knowledge of the operation of data entry equipment; working knowledge of data collection techniques; working knowledge of applicable laws; working knowledge of mathematics and statistics; ability to communicate effectively orally and in writing; ability to establish and maintain effective working relationships; ability to update and maintain databases; analytical ability; ability to organize and present data in tabular form; ability to input, organize and analyze data accurately and produce reports including simple statistical reports; ability to coordinate test procedures, scoring and reporting; good judgment;

physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) One (1) year paid full-time or its part-time equivalent experience in the organization, analysis and manipulation of data utilizing a database management system; OR,
- (B) Graduation with an Associate's degree in any computer science, management information systems, or information technology field; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**SPECIAL REQUIREMENT:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Monroe County Civil Service Commission

**ADOPTED:** August 3, 2023