

DATA ANALYST

Code No: 4-20-009

Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a technical position in a school district responsible for compiling and analyzing data which includes testing, student census, and demographic data. The employee reports directly to and works under the general supervision of the Assistant Superintendent of 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.)

Generates computerized reports including analysis, graphing, and display of test, census, survey, and statistical information;

Processes 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);

Processes data including downloading 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;

Organizes, completes and verifies projects and reports associated with school district data and reporting;

Produces drafts and final copies of tests and creates forms that can be scanned;

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

Updates database systems annually and performs some data entry;

Coordinates the scoring of local and state-wide tests for various grades and subjects;

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

Acts 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: Good knowledge of computer applications using communications links and databases; good 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) Three (3) years 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 from a regionally accredited or New York State registered college or university with an Associate's degree in any computer science, management information systems, or information technology field, plus one (1) year paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

ADOPTED: May 4, 1995

REVISED: February 9, 2012