



Leadership • Collaboration • Support

JOB TITLE: Data Analyst, Educational Services

CSEA Salary Schedule, Range 38

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

Under the supervision of the Director, Assessment, Research, and Evaluation, the Data Analyst will support complex research initiatives including collecting, analyzing, and compiling data related to county and districts' student success in accordance with Solano County Office of Education's strategic framework, vision and mission, and priorities. This could include analysis pertaining to the California Department of Education's state indicators, countywide demographics, community, and governmental data sources.

Successful candidates will have demonstrated skills to establish database procedures, perform software studies related to database file structure and utilizing various software programs to query, validate, format, and organize structured and unstructured data. Database connectivity as applicable to ORACLE, Tableau, Microsoft SQL Server, PostgreSQL and/or other cloud native database platforms and knowledge of data security risks and their mitigation is essential.

JOB REQUIREMENTS AND QUALIFICATIONS

- A Bachelor's degree in Computer Science, Business Information or equivalent from an institution of higher learning recognized by the Council for Higher Education Accreditation preferred.
- At least 5 years working experience managing Microsoft SQL, Microsoft Visual Basic .Net or ASP.Net, ORACLE, Python, Tableau, Coldfusion and PostGreSQL, and/or other cloud native databases.
- Advanced level proficiency with Microsoft Power Bi, Excel, and Access.
- Preferred Programming experience.
- Preferred work in a school environment (additional years in programming may substitute for work in a school environment).

ESSENTIAL DUTIES:

- Builds, sets-up, configures, and maintains a variety of databases and applications.
- Participates in the evaluation and implementation of new data housing packages.
- Designs and implements data integrations using chosen software between various databases and data sources, including Student Information System for end users.
- Establishes and manages database and application internal and external access and privileges.
- Collaborates with management, vendors, and user divisions to discuss needs, timelines, problems, changes, and solutions.
- Supports complex research initiatives including collecting, analyzing, and compiling data related to Local Education Agencies (LEA).
- Plans, installs, and maintains county-wide databases.
- Imports and exports data from a variety of database management systems and other file structures.
- Develops functional requirements, based on user feedback, regulation changes, new laws, and enhancement requests to further enhance data reporting capabilities.
- Collaborates with internal and external partners and LEAs to provide responsive support.
- Installs, configures, and secures application and data analytic software solutions.
- Plans, organizes, and promotes teamwork between student information system, support personnel, schools, and departments to facilitate student success.
- Evaluates and researches integration of new and emerging data reporting technologies.
- Develops and maintains system documentation.
- Travels to necessary in-person meetings and presentations.
- Contributes to professional learning agendas and data literacy conversations.
- Performs other related duties as assigned.

SUPERVISION RECEIVED

Directly responsible to the Director, Assessment, Research and Evaluation.

SUPERVISION EXERCISED

None.

PHYSICAL ACTIVITY REQUIREMENTS

Work Position (Percentage of Time):

Standing (35%) Walking (15%) Sitting (50%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (2) Bending (3)

Pushing and/or
Pulling Loads (3) Reaching
Overhead (2) Kneeling or
Squatting (3)

Climbing Stairs (3) Climbing Ladders (1)