long
beach
unified
school
district

PERSONNEL COMMISSION

Class Code: 3301
Salary Range: 38 (M2)

EDUCATIONAL RESEARCH ANALYST I

JOB SUMMARY

Under direction, perform a variety of logistical, technical, analytical and internal user support related to the maintenance and implementation of the District's student information systems, assessment platforms and other student data management systems; coordinate and provide technical assistance and training to District staff; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Plan, design and conduct studies and produce recurring administrative reports such as enrollment projections, staffing ratios, racial-ethnic reports and ethnic distribution in the District. *E*
- Analyze and produce annual reports on assessment and State and federal reporting programs indicating summary statistics scores and disaggregated distributions for specified student groups;. *E*
- Analyze, interpret and summarize data to produce special reports for program evaluations, grants and public information. *E*
- Verify the accuracy and maintenance of data in various student information systems; provide appropriate and accurate information for State and federal reporting requirement. *E*
- Provide logistical, technical and analytical support for the implementation and maintenance of student information, data and assessment systems. *E*
- Perform a wide variety of technical data processing, reporting and data analysis work. *E*
- Analyze, interpret and summarize data to produce reports related to State and local accountability measures, evaluations, surveys, grants and public information requests. *E*
- Design, organize and manage the distribution of surveys, related trainings and communications. *E*
- Assess, evaluate, and create enact processes and computer applications to streamline and increase departmental efficiency and data quality. *E*
- Communicate with administrators, District staff, vendors and outside agencies to exchange information, coordinate activities and resolve issues and concerns. *E*

- Attend a variety of meetings and trainings to maintain current knowledge of applicable laws, codes, rules and regulations related to assigned activities; conduct in-service trainings on the uses and purposes of research studies and program evaluation. *E*
- Design, organize and maintain training materials including training modules, videos and manuals. *E*
- Train and supervise the performance of assigned staff; assign, schedule and review the work of staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. *E*
- Operate a variety of office equipment including a computer and assigned software. *E*
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Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized E which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS OF THE CLASS

An incumbent in this classification designs, analyzes and reports the findings of the District's assessment program, surveys, research projects and evaluation studies of varying scope and purpose. An incumbent applies a variety of statistical analyses in determining the validity and reliability of assessments and studies. An incumbent also works with data bases in the manipulation and extraction of data.

An Educational Research Analyst I performs the more routine design, analysis and preparation of reports of findings for District assessment programs; conducts surveys, research projects and evaluation studies of varying scope and purpose. An incumbent applies a variety of statistical analyses in determining the validity and reliability of assessments and studies. An incumbent also works with databases in the manipulation and extraction of data using computer software packages.

An Educational Research Analyst II performs the advanced level tasks of a more complex and complicated nature, utilizing similar automated database tools. An incumbent in this class is expected to perform the more intricate multiple computer database programming functions, including data manipulation and conversion, under a lesser degree of direction and supervision.

EMPLOYMENT STANDARDS

Knowledge of:

Computer systems including software and database management, student information systems and assessment platforms.
Processes and procedures related to local, State and federal accountability and reporting.
Support and maintenance of student information, data and assessment systems.
Collection, organization and presentation of data compiled from multiple sources.
Structured Query Language (SQL).

Microsoft SQL Server Reporting Services and similar database and reporting tools.
Principles and practices of supervision and training.
Operation of a computer and assigned office productivity software.
Correct English usage, grammar, spelling, and vocabulary.
Interpersonal skill using tact, patience and courtesy.
Telephone techniques and etiquette.

Ability to:

Plan, coordinate and manage the implementation of State and federal reporting systems.
Extract and upload various data to/from data sources.
Verify and certify the accuracy of data.
Query Microsoft SQL Server and/or Oracle databases.
Design and write reports, create data visualizations using a variety of software packages.
Analyze issues, create plans of action and reach solutions.
Work independently with little direction.
Maintain confidentiality of sensitive and privileged information.
Read and interpret complex technical information.
Compose a variety of documents.
Communicate effectively both orally and in writing.
Train, supervise and evaluate the performance of assigned staff.
Prepare reports using tabular, graphical and narrative forms.
Utilize Structured Query Language (SQL) and SQL Server Reporting Services (SSRS).
Calculate measurement errors for commonly used statistics.
Use computer on-line retrieval systems.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain effective collaborative working relationships with others.
Adapt to changing priorities and work assignments.

Education and Training:

Graduation from an accredited four-year college or university with a bachelor's degree in education, psychology, behavioral or social science or a related field with course work in statistics, research methodology or psychological testing. A master's degree or higher is desirable.

Experience:

Two years of technical/professional experience in the development, administration and analysis of tests or behavioral research in a school system, university or other institution conducting social science research.

A master's or doctorate degree may substitute for one year of the required experience.

Any other combination of education, training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

WORKING ENVIRONMENT:

Office environment.
Constant interruptions.
Changing priorities.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment including a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.
Lifting and carrying office supplies and equipment weighing up to 15 pounds.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one (1) year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 04/02/1996
Revised: 3/2/2000
Revised: 3/28/2013
Revised: 1/19/2017
Revised: 06/03/2021