



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

**Educational Technology Program Data Analyst**

**Class Code: 1636**

**Work Days: 225**

**GENERAL PURPOSE**

Coordinate and collect Orange County Department of Education (OCDE) related student information from Orange County Local Education Agencies (LEA); verify and ensure the accuracy of CTE program and/or student record data; generate a variety of reports for use by OCDE and various other stakeholders (i.e., state and federal agencies, grantors, OCDE staff, etc.); export and/or import data to different formats for detailed analysis and specialized reporting; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher level management staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; and implement policies and procedures.
2. Provide support to school districts on data reporting requirements related to Career Technical Education and other programs.
3. Analyze data using Structured Query Language (SQL).
4. Maintain reports using OCDE's Student Information System (SIS) reporting tools.
5. Create specialized databases, linked spreadsheets, and forms for other staff use.
6. Provide first-tier support of OCDE student-related applications to district personnel and serve as a resource to professional and technical staff.
7. Participate in testing of SIS upgrades and ensure the application is tested.
8. Consult and collaborate with staff to review, develop, and implement new or updated procedures, software applications, and user documentation.
9. Work with school district and OCDE personnel to problem solve and develop solutions during changes to reporting requirements.
10. Coordinate the implementation of SIS software updates by working with internal organization personnel.
11. Work with Information Technology (IT) to understand, configure, enhance, and support SIS software as assigned.

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12. Work with IT on user security for SIS application access.
  13. Participate in user meetings and training sessions.
  14. Keep up-to-date on related emerging technologies and methodologies, and attend training classes as necessary.
  15. Demonstrate attendance sufficient to complete the duties of the position as required.
  16. Perform related duties similar to the above in scope and function as required.

## **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

### **Knowledge of**

1. Student information systems.
2. Methods and techniques of Structured Query Language (SQL).
3. Standard productivity software tools (Excel, Access, Word).
4. Principles and practices of system testing, analysis, and security administration.
5. Principles and practices of quality assurance techniques and testing.
6. End user device operating systems.
7. Community-based organizations, educational agencies, law enforcement agencies, and other organizations related to the project.
8. Modern principles and practices of program development and implementation.
9. Pertinent federal, state, and local laws, codes, and regulations.

### **Ability and Skill to**

1. Manage multiple projects/requests.
2. Communicate clearly and concisely, both orally and in writing.
3. Interpret and apply federal, state, and local laws, codes, and regulations.
4. Establish and maintain cooperative working relationships with those contacted in the course of work.
5. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
6. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

## **Education, Training, and Experience**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a bachelor's degree in business or computer-related fields and four (4) years of experience in educational functional areas, data loads/updates/utilities, data reporting/analysis; or an equivalent combination of training and experience.

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## **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

### **Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification must be able to travel countywide to a variety of sites within a reasonable time frame, read written and electronic materials, and communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); perform deskwork for extended periods; and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces and move items weighing up to 25 pounds.

### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Employee typically works in an office environment that is fast-paced with high pressure.