



PERSONNEL COMMISSION

Class Code: 5267
Salary Range: 35 (M2)

ASSOCIATE RESEARCH INFORMATION SYSTEMS ANALYST

JOB SUMMARY

Under general supervision, plan, organize and manage the daily support and operations of the Research Information Systems office; schedule, coordinate and supervise software and technical training on the District's student data base and other related systems; coordinate and work with outside software vendors to resolve system issues and concerns; utilize independent judgment and initiative to develop new District procedures; train and supervise assigned 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, organize and manage daily support and operations of the Research Information Systems office; coordinate and supervise the input and management of student data and staff training on student data systems. **E**
- Train, supervise and evaluate the performance of assigned staff; assign and schedule staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary action; develop and conduct in-service trainings for assigned staff. **E**
- Develop and manage District wide training based to assist teachers, administrators, and other stakeholders in extracting relevant data for analysis. **E**
- Collaborate with Research management, school administration, educators and others to review and modify District procedures and initiatives related to Research Information Systems. **E**
- Participate in the development and implementation of daily operating procedures; ensure timely and efficient delivery of services to school sites and District staff. **E**
- Utilize data analysis tools and initiate procedures, priorities and timelines for data clean-up and verification to ensure data are available to meet evaluation timelines. **E**
- Coordinate and supervise the accurate and timely submission of student data; create and disseminate special reports for schools, faculty and the District; create queries to print reports as necessary; compile information and generate reports. **E**
- Supervise and participate in the development and maintenance of the school site user manual and support web site; assist in the development of operating procedures and recommend various form and screen designs. **E**

- Plan, develop, conduct and participate in training programs of District staff in the proper operation and troubleshooting of new research systems; develop training programs and related instructional information; drive a vehicle to various sites to train users. ***E***
- Attend a variety of meetings, conferences and workshops to maintain current knowledge of technological advances related to assigned activities; drive a vehicle to conduct work. ***E***
- Assist in researching and evaluating new student data technologies and products. ***E***
- Operate computer and assigned software, including databases and other related software applications to input and retrieve data. ***E***
- Communicate and work with third-party vendors to resolve pending issues and exchange information. ***E***
- Initiate procedures, priorities and timelines for data clean-up and verification to assure data is available to meet State data submission requirements. ***E***
- Create informational and instructional videos for remote training.
- Use a variety of computer program software such as Structured Query Language (SQL) to retrieve data for school sites and District staff as needed.
- 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

Incumbents in this classification are responsible to supervise the daily operations of the Research Information Systems Support office. Incumbents schedule, coordinate and supervise software and technical training for employees on the District's student data system. Incumbents train and supervise assigned staff and may provide technical assistance and training to District staff in the use of student information systems and other related applications. Incumbents also have a broad and in-depth knowledge of computer systems including network systems, databases, and software applications for inputting and manipulating data and producing reports. Incumbents must have a foundation in educational laws and regulations, State reporting, and District policies related to Research applications.

EMPLOYMENT STANDARDS

Knowledge of:

District student information systems.

School district organization and operations.

Computer systems including hardware, software and database management, including word processing and spreadsheet applications.

Structured Query Language (SQL).

Video editing software, such as Camtasia, Adobe, or other video software.
Principles of supervision and training.
Strategic planning and project management techniques.
Public speaking techniques.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Technical aspects of field of specialty.

Ability to:

Plan, organize and supervise the daily support and operations of the Research Information Systems office.
Effectively solve problems and seek solutions during evaluation processes.
Assist in the design and conduct educational research studies and surveys.
Write clear and concise reports, memos and instructions.
Train, supervise and evaluate the performance of assigned personnel.
Use computer on-line retrieval systems.
Establish and maintain effective collaborative working relationships with others.
Adapt to changing priorities and work assignments.
Interpret, apply and explain rules, regulations, policies and procedures.
Work on multiple projects simultaneously.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in computer science, education, psychology, behavioral or social science or a related field.

Experience:

Two years of experience troubleshooting student data systems in a help desk environment and training of end users.

Additional experience in student information systems may substitute on a year for year basis for up to two years of the required education.

Any other combination of training and/or experience which demonstrates that the applicant is likely to possess the required skills, knowledge and abilities may be considered.

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license.

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 hand written documents and other records or reports.
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.
Lifting and carrying boxes 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: 11/07/2019
Revised: 11/21/2019