

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: RESEARCH ANALYST SENIOR

BASIC FUNCTION:

Under the direction of an assigned manager the Research Analyst Senior represents Santa Clara County Office of Education (SCCOE) in various complex, agency data projects, performing project management and leading implementation through collaborative project leadership; leads, plans, organizes and conducts research and evaluation activities; provides technical expertise and assistance to internal and external partners regarding project evaluation status, structure, planning and execution; provides strategic guidance to programs and leadership across the SCCOE regarding data collection, program evaluation and data governance.

DISTINGUISHING CHARACTERISTICS:

This class is designed to prepare incumbents for promotional opportunities into higher levels of employment. The incumbent is expected to consistently work independently with limited direction in carrying out assigned tasks in a fast paced environment(n)-0dd(n)5.xw-3 (d)2d.9empwD6213(a)4s. (1)B6 (m) quickly troubleshoot a variety of commonly occurring problems and calmly resolve complex problems and situations with wide ranging impact and adverse financial

Designs and administers data collection tools and measurement instruments; creates evaluation designs to measure relevant goals/objectives, and outcomes; provides assistance to and coordinates efforts with project staff.

Describes, organizes, analyzes, interprets, presents evaluation data and information using descriptive and inferential statistics, and inductive and deductive reasoning; prepares data collection and analysis results for publication and/or presentations; compiles evaluation or research data in a variety of forms and analyses related to data governance.

Conducts studies related to early childhood education, curricula, enrollment, retention, staffing patterns, instructional strategies, program vitality and evaluation, teacher professional development, community characteristics and student achievement.

Analyzes research and assessment data, research and evaluation data, internal and external report findings and trends and community characteristics; selects, adapts, and applies appropriate statistical measurements, assessments, research, and statistical techniques to areas of study.

Leads the preparation of research reports containing descriptive, analytical, evaluative content including preparation of conclusions and forecasts based on data summaries and findings.

Assists in organizing, overseeing, and assigning work to other staff; assists in training, monitoring and guiding the work of employees; assists in resolving routine and complex problems, which may arise suddenly, be of an urgent nature, and require immediate and prolonged attention.

Meets with clients to coordinate research and evaluation activities; prepares and presents data and findings to various stakeholders.

Develops, provides and attends a variety of workshops, presentations, and trainings, as assigned, which may occur beyond the normal workday or work week.

Operates a computer and other office equipment as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Rules, regulations, policies, procedures, contracts, State and federal laws, codes and regulations relating to public, private and philanthropic grant development agencies.

Grant funding and programs to support the strategic objectives of the SCCOE.

Principles and procedures of evaluation and research planning, design, methodology and analysis.

Advanced principles, theories, techniques and methods of descriptive and inferential statistics.

Management and education functions and procedures related to public schools.

Basic information systems, methods, and capabilities as they pertain to research techniques.

Online survey design and administration.

Current research findings and trends related to educational student achievement and program evaluation.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Driving a vehicle to conduct work.
Evening or variable hours.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information and make presentations.
Seeing to read a variety of documents.
Dexterity of hands and fingers to operate a computer keyboard.

Approved by Personnel Commission: September 13, 2017

Revised: 06/12/19/12/23



MarisaPerry
DirectorIII –HR/ ClassifiedPersonneServices

Date:4/12/23