

SANTA CLARA COUNTY OFFICE OF EDUCATION

Personnel Commission

CLASS TITLE: Education Program Analyst

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES

Personnel Commission

Completes reports required by California Department of Education and ensures data

Software programs used for word processing, databases, presentations, and spreadsheet; database tools and SQL queries

Modern office procedures and practices including record-keeping and filing methods

Education measurement and data collection instruments related to student information programs

Proper English usage, grammar, spelling, vocabulary, sentence structure, and punctuation

Ability to:

Perform technical duties related to the development, operations, and maintenance information systems

Define a problem to lend itself to quantitative and qualitative analysis

Gather, organize, and analyze complex data

Perform statistical and responsible research tasks

EDUCATION AND EXPERIENCE

Generally, any combination of education and experience that could likely provide the required knowledge and abilities is qualifying. A typical method of demonstrating these qualifications is

1. _____

