

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Policy Analyst I	REPORTS TO:	Board of Education
DEPARTMENT:	Office of Board of Education	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	026 Management
REVISED:	May 8, 2007		

BASIC FUNCTION:

Assist the Board of Education in developing, analyzing, and reviewing district policies, budgets, and programs; supervise the functions of the Office of the Board of Education.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Conduct analyses of policies and programs and formulate written reports and recommendations. **E**

Assist the Board of Education in drafting board motions and policies. **E**

Supervise the functions of the Office of the Board of Education. **E**

Exercise sound judgment using the highest standards of confidentiality while performing all duties of the job. **E**

Monitor implementation of approved policies to determine effectiveness and assess outcomes in comparison to intended results. **E**

Serve as staff to the Board of Education for ad hoc and standing committees and communicate pertinent information to district staff and the public. **E**

Assist in gathering information for board members on a wide variety of topics; prepare written reports as requested. **E**

Use statistical methods to interpret and evaluate board programs and policies affecting pupil test scores and other educational accountability issues. **E**

Use a variety of computer applications for statistical analysis including data base, spreadsheet, graphic displays and word processing programs. **E**

Establish and maintain effective working relationships with all levels of district staff, other government agencies, the public, and constituents. **E**

Assess and advise the board of political implications of board initiatives and decisions. **E**

Supervise and evaluate the performance of assigned staff. **E**

Prepare Activity Report with running hourly total per each Board Member prior to each Board meeting.
E

Recruit and supervise interns. **E**

Maintain log of constituent calls and distribute to Board Members. **E**

Maintain monthly running calendar of update events. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

A combination of training, experience, and/or education equivalent to a bachelor's degree with a major in public administration, political science, or business administration, and three years of progressively responsible experience in policy and budget analysis.

LICENSES AND OTHER REQUIREMENTS:

None

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Statistical research methodologies and measurements.

Technical aspects of field of specialty.

Oral and written communication skills.

Reading and writing communication skills.

ABILITY TO:

Conduct surveys, analyze data, and prepare reports.

Use a variety of software applications for statistical and narrative reports.

Understand political implications of board decisions.

Recognize organizational implications and community issues.

Operate standard office equipment, including computers and related software applications.

Establish and maintain effective working relationships with others.

Plan and organize work.

Equitably support individual Board Members.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Train, supervise, and evaluate assigned staff.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

Job Code 1860

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