SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE: Research Systems Analyst
REPORTS TO: Assigned Supervisor

DEPARTMENT: Standards, Assessment and Accountability
CLASSIFICATION: Classified

FLSA: Non-Exempt
SALARY GRADE: 056 OTBS

REVISED: May 23, 2006

BASIC FUNCTION:

Develop customized databases using data extracts from multiple sources in a K-12 student information system; analyze and modify database management systems; analyze, research, and evaluate project requirements; identify and develop an optimal relational data system to support project requirements; independently develop, conduct, and report on a variety of research and evaluation activities.

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

Develop customized databases with Microsoft Access (or comparable relational database program) using data extracts from multiple sources related to tests and measurements of student and school site achievement. E

Develop and implement research and evaluation techniques, including data reports, forms, and displays. E

Develop, control, and maintain standards for database integrity and verify accuracy of data gathered for studies and end users including but not limited to, district personnel and State and Federal agencies. E

Develop, design, and write necessary database software code to support project requirements. E

Create appropriate documentation and archival information to support database and reporting activities. E

Analyze user requests by conducting needs analyses to determine scope of work and system capabilities. E

Work with Information Technology and program staff to clarify and resolve database and data request issues. E

Participate in the development of research and evaluation instruments. E

Consult with program and technical staff to establish timelines and related work schedule to meet reporting requirements. E

Conduct data analysis using statistical software. E

Prepare and report results of data analyses. E

Familiarize staff with the capabilities and limitations of district databases. E

Evaluate and make recommendations related to software and hardware products; install and maintain hardware and software products. E

Perform related duties as assigned.
MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized four year college or university and two years of experience that includes research, analysis, and report preparation, and progressively responsible experience in systems development and programming, including experience working with relational database systems. Coursework must include instruction in tests and measurement, statistical methods research, evaluation design, and evaluation techniques.

LICENSES AND OTHER REQUIREMENTS:

Must have experience creating relational databases with Microsoft Access (or comparable relational database program).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Microsoft Access or comparable relational database program.
Modern office procedures and methods.
Theories of qualitative and quantitative evaluation.
Statistical analysis related to program evaluation.
Technical aspects of field of specialty.
Reading and writing English communication skills.

ABILITY TO:
Create customized relational databases using data extracts from multiple sources.
Use Microsoft Access or comparable relational database program at an intermediate or advanced level.
Apply qualitative and quantitative research and evaluation methodologies.
Understand and interpret complex data on an abstract level, particularly data results from student testing.
Establish and maintain effective database management system.
Prepare oral and written reports.
Apply design and programming techniques.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with all levels of district staff.
Gather and organize diverse data.
Communicate effectively orally and in writing.
Plan and organize work.
Meet schedules and timelines.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, office setting.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to perform assigned duties; 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.

Revised: 5/06
Job Code 6551
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