

**SANTA CLARA COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: RESEARCH ANALYST - SENIOR**

**BASIC FUNCTION:**

Under the direction of an assigned director in the Office of the Superintendent, represents the Superintendent, Cabinet and Santa Clara County Office of Education (SCCOE) in various complex, multi-agency data projects, performing project management and leading implementation through collaborative project leadership; leads, plans, organizes and conducts research and evaluation activities; initiates and manages communication and interaction with public agencies, district administrators and/or community organizations as appropriate; provides technical expertise and assistance to the Superintendent, Cabinet and the senior leadership of external partners regarding project 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, which are subject to change into complex situations, depending on unknown and quickly developing variables. The incumbent must be able to quickly troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing, complex problems and situations with wide ranging impact and adverse financial consequences. The incumbent is also expected to make recommendations for improvement regarding day-to-day operations, and to assist in guiding, training, and organizing the work of others

**REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

**ESSENTIAL DUTIES:**

Represents the Superintendent, Cabinet and SCCOE in various complex, multi-agency projects, performing project management and leading implementation and guiding the work of others through collaborative project leadership; participates on assigned committees and sub-committees; assures priorities are met.

Assists the SCCOE leadership in implementation of programs aligned with strategic priorities; manages assigned projects through development to implementation, including facilitating partnership agreements, developing and completing MOUs, establishing fee schedules as appropriate for the project, and presenting on projects as needed; initiates, develops and maintains partnerships with participating and funding organizations to develop and manage assigned projects; assists with managing the preparation, budget development, and submission of grant proposals.

Designs and performs complex educational research and project evaluation activities including, but not limited to accountability and achievement, curricula, matriculation, program viability, school demographics, using innovative research design and tools and sophisticated statistical analysis software.

Conducts research 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 measurements, assessments, research and statistical techniques to areas of study.

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

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 and 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.

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 work day 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.

Research planning, design, methodology and analysis including quantitative analysis.

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

SCCOE internal grant management practices.

SCCOE programs to facilitate resource development.

Program building, operation, funding, grant writing and project maintenance.

Oral and written communication skills.

Interpersonal skills including tact, patience and courtesy.

Report and grant writing techniques and practices.

Operation of a computer and assigned software.

Budget preparation and control.

Data governance's use of data for research and program evaluation.

**ABILITY TO:**

Represent the SCCOE in various complex, multi-agency projects, performing project management and leading implementation through collaborative project leadership.

Initiate and manage communication and interaction with public agencies, district administrators and/or community organizations as appropriate.

Provide technical expertise and assistance to the Superintendent, Cabinet and the senior leadership of external partners regarding project status, structure, planning and execution.

Create effective and relevant research and evaluation designs.

Accurately perform and apply mathematical calculations, statistical theory, and methods used to determine information needs.

Identify, collect, compile, describe, organize, analyze, and interpret data and facts as a basis for inference.

Present data and factual information for program improvement and decision-making, recognizing significant factors, relationships, and trends.

Provide strategic guidance to programs and leadership across the SCCOE regarding grant eligibility and grant development.

Plan and set agendas, conduct meetings and make effective presentations.

Communicate effectively both orally and in writing.

Meet schedules and timelines.

Work independently with little direction.

Operate a computer and assigned software.

Establish and maintain cooperative and effective working relationships with others.

Plan and organize work.

**EDUCATION AND EXPERIENCE:**

*Any combination equivalent to:* Master’s degree in research methods, statistics, educational assessment or a related field and four years of increasingly responsible experience conducting comprehensive research studies and analytical projects involving multivariate statistical analysis, including one year of educational research experience equivalent to Research Analyst, Associate with the SCCOE.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license.

**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




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Jonathan Muñoz  
 Director - HR/Classified Personnel Services

Date: 06/12/19