

## **SANTA CLARA COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: RESEARCH ANALYST, ASSOCIATE**

#### **BASIC FUNCTION:**

Under the direction of an assigned manager, lead, plan, organize and conduct research and evaluation activities; design and execute research and evaluation methodology for a variety of departments including the Superintendent, education departments and others and serve as a resource in the areas of program evaluation and educational research.

#### **DISTINGUISHING CHARACTERISTICS**

The Research Analyst, Associate, is the experienced and analytic class where incumbents lead or guide the work of others, design work plans and methodologies and independently perform advanced research and evaluation work. Projects assigned are more complex and performed with more independence than the Research Analyst level. The class is further distinguished by the need to develop research designs and analysis of results for projects of greater accountability and impact typically related to projects for the office of the Superintendent or educational departments.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Provide quality and responsive research and evaluation technical knowledge and skills to a variety of clients including the Superintendent, school districts and other external agencies; prepare research reports containing descriptive, analytical and evaluative content including the preparation of conclusions and forecasts based on data summaries and other findings; review and authorize the release of research and evaluation reports to clients.

Perform complex educational research and project evaluation activities including, but not limited to accountability and achievement, curricula, matriculation, program viability, school demographics and others; utilize innovative research tools and sophisticated statistical analysis software.

Provide training and support at teacher, campus, district and county office levels regarding effective uses of data to inform classroom instruction and assist with program decision making; create and deliver trainings and workshops.

Analyze assessment data, research and evaluation data, external report findings and trends; select, adapt and apply appropriate tests, measurements, assessments, research and statistical techniques to specific areas of study.

Conduct research studies related to such matters as early childhood education, curricula, enrollment, retention, staffing patterns, instructional strategies, program vitality and evaluation, teacher professional development in math and science, community characteristics and student achievement.

Prepare research reports containing descriptive, analytical and evaluative content including preparation of conclusions and forecasts based on data summaries and other findings

Design and administer data collection tools and measurement instruments; create evaluation designs to measure relevant goals, objectives, and process implementation/program outcomes; provide assistance to and coordinate efforts with program/project staff as necessary.

Describe, organize, analyze, interpret and present evaluation data and information using descriptive and inferential statistics, and inductive and deductive reasoning; prepare data collection and analysis results for publication and/or presentations; compile evaluation or research data in a variety of forms for analyses.

Examine research data compiled by other agencies and translate implications and limitations as they pertain to an educational service or instruction program of the County Office.

Formulate hypothesis to be tested in research designs, and utilize appropriate research and statistical techniques to specific areas of evaluation or study.

Participate in program monitoring; support the required oversight and monitoring of programs with high visibility; create and compile mandated reports; assure compliance with regulations and policies related to special programs.

Operate a computer and assigned software; operate other standard office equipment including a printer, copier, fax, scanner, projector and others; drive a vehicle to various sites to conduct work.

Meet with clients to coordinate research and evaluation activities; prepare and present data to clients and other interested parties.

Assist in training other research personnel in data collection as needed.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

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

Principles, theories, techniques, and methods of statistics including both descriptive and inferential statistics.

Methods for preparing research reports, summaries, and presentations.

Management and education functions and procedures related to public schools.

Educational services and instructional program measurement and data collection tools and instruments.

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

Principles and strategies of effective education program evaluation and statistical practices.

On-line survey design and administration.

Current research findings and trends related to education, student achievement and program evaluation

Oral and written communication skills  
Operation of database, presentation, graphics, and word-processing software systems.  
Technical writing and data presentation.  
Principles and practices of project management.  
Correct English usage, grammar, punctuation, spelling, vocabulary and composition.  
Applicable laws, codes, rules, regulations, and assessment tools related to assigned activities.  
Interpersonal skills including tact, patience and courtesy.  
Applicable research software.

**ABILITY TO:**

Learn, interpret and apply policies, laws, rules, regulations, and objectives of the County Office and the specific requirements of assigned educational programs/projects.  
Apply conventional techniques as well as creativity in research methodology.  
Perform responsible research tasks using critical and independent judgment.  
Define a problem so that it leads itself to quantitative and qualitative analysis, formulating pertinent and relevant hypotheses, and testing the hypotheses using inferential statistics or other means.  
Design and conduct effective and relevant research designs.  
Determine, acquire, collect, classify, evaluate and analyze valid data of measurable accuracy.  
Apply statistical and non-statistical theories and methods, recognizing significant factors, relationships and trends.  
Communicate effectively in both oral and written form.  
Convert technical/statistical information into meaningful and understandable formats for both technical and non-technical clients and audiences.  
Operate standard office and survey scanning equipment including a personal computer, scanner, printer, copier, fax machine and other peripheral equipment.  
Prepare reports, summaries, and oral presentations of technical nature.  
Identify, evaluate, and resolve routine and complex problems.  
Assist others to identify information needs, secure relevant information, analyze alternatives, and select appropriate procedures.  
Work independently under minimum supervision.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and timelines.  
Compile, merge and analyze large datasets

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Master's degree with course work in research methods, statistical techniques, educational planning or a related field and three years of increasingly responsible experience involving the collection, interpretation and analysis of research data.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.

Driving a vehicle to conduct work.

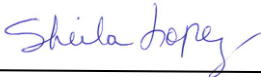
**PHYSICAL DEMANDS:**

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.

Personnel Commission Approval: January 8, 2014



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Sheila Lopez  
Director-Classified Personnel Services

January 8, 2014

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Date