

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

CLASS TITLE: Head Start Program Analyst - Restricted

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Conducts comprehensive early learning and early childhood education research for the Head Start Program of the Santa Clara County Office of Education; applies an advanced knowledge of research methodology to perform the most complex early learning and educational research and analytic studies, projects, assignments and prepare reports; and uses specialized and innovative research tools and information systems. Employees in this class receive limited supervision within a broad framework of policies and procedures. Employees in this class normally direct and oversee the work of others providing training, guidance or technical assistance.

ESSENTIAL TYPICAL DUTIES

Conducts comprehensive early learning and early childhood educational research studies and surveys including, but not limited to, community needs, curricula, enrollment, staffing patterns, classroom ratios, fiscal requirements, grant availability, Head Start Program evaluation, child outcomes and achievement

Plans, organizes and directs the Self-Assessment internal reviews and reporting in accordance with Head Start Performance Standards and Policy Council policies and procedures; evaluates quality of services and compliance with regulations and identifies and implements program improvements

Plans, organizes and directs Program's efforts to routinely monitor program operations and assure compliance with State and federal requirements; researches, analyzes and interprets State and federal regulations; advises, trains and provides technical assistance to managers of services areas and partner agencies; assists in the development of plans for corrective action as necessary; monitors progress on corrective plans as required

Researches, analyzes and interprets State and federal regulations; establishes scope of reviews and develops a variety of review instruments and checklists for service areas; identifies and trains staff to complete reviews; communicates with staff under review and trains reviewers; schedules and coordinates site visits

Researches funding opportunities and resource availability; develops short-term and long-term strategies to access increased funding to comply with initiatives of the Head Start Program

Analyzes program data, external report findings, and trends in early learning and community characteristics, translates implications and limitations, and anticipates planning and information needs of the Head Start Program

Evaluates problems to determine whether they are amenable to statistical inquiry and formulates the investigative processes and procedures to be followed

Develops methods to measure quality and compliance and develops procedures and reports to measure quality and compliance

Oversees the development of the Program's Annual Report; prepares data for analysis and verifies accuracy, develops databases, systems, and programs that facilitate research activities, and evaluate process implementation and program outcomes

Manages the data collection activities of the Program; researches and identifies appropriate vendor-created data tracking systems as appropriate; develops and produces training materials and trains staff on the proper operations of database systems

Prepares the Program Information Report (PIR) and other research reports in proper technical form for publication containing descriptive, analytical, and evaluative content including statistical findings, conclusions and forecasts

Assists the Director in preparing and submitting grant proposals in accordance with established timelines, initiatives, and goals and objectives of the Office of Head Start

Develops partnerships with other early learning providers and organizations to support the progression of assigned projects

Collects, compiles, describes, organizes analyzes, interprets, and presents data and information related to matters under study to appropriate groups

Selects, adapts, and applies appropriate research and statistical techniques to specific areas of study

Effectively uses office and statistical application programs in the course of assigned duties

Provides responsible research staff assistance to a variety of clients and customers, including the Superintendent, Board of Education, Policy Council, program leadership, school districts, and other external agencies

Provides technical expertise, information and assistance to the Director III-Head Start, Board of Education and Parent Policy Council regarding assigned functions; assists in the formulation and development of policies, procedures and programs

Directs the preparation and maintenance of a variety of narrative and statistical reports, records and files related to personnel and assigned activities; prepares reports and submits to the Director III-Head Start, Board of Education, Parent Policy Council and federal officials as required

Communicates with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information

Attends and conducts a variety of meetings as assigned; participates in the Planning Task Force committee to develop goals and objectives for the Head Start/Early Start Programs

Participates in the allocation staff resources, assists in the formulation of measurable goals and objectives, and in the planning and coordination of research and evaluation activities

Advises programs and clients during strategic planning processes, developing short-term and long-term strategies and participating in policy development

Provides strategic guidance to programs and clients regarding grant eligibility and fund development; assists the Head Start Program in the development of program services that align with funding mandates and priorities; makes recommendations to support Program quality improvements

Reviews and authorizes the release of research and evaluation reports to clients

Determines information needs and sources of data

Explains and interprets research methodology and findings to interested parties

Operates standard office equipment including, a desktop computer, scanner, calculator, and survey peripheral equipment

Directs the work of and serves as lead and technical resource to program management and staff providing technical guidance

May prepare and present workshops or training sessions in accordance with assigned projects

Represents the Head Start Program to external agencies and at community meetings, forums and events

Performs related duties as assigned

#### EMPLOYMENT STANDARDS

##### Knowledge of:

Principles and procedures of research planning, design, methodology, and analysis including measurement theory, educational data collection instruments

Principles, theories, techniques, and methods of descriptive and inferential statistics

Principles of management, organization, and administrative analysis

Features and capabilities of computers, peripheral and survey equipment, and information systems procedures and methods

Technical writing and data presentation

Principles, techniques, and methods of project management

Management and organizational infrastructures of school districts, public school employers, and educational agencies

Proper English grammar, punctuation, spelling, vocabulary, and composition

Grant writing and fund development

Strategic planning and policy development.

##### Advanced Skill in:

Desktop computer software used for database management, report writing, communications, spreadsheets, graphics, word processing, and desk-top publishing

Technical research procedures, methods, and techniques

Ability to:

Learn, interpret, and apply policies, laws, rules, regulations, and objectives of the Head Start Program

Perform responsible research tasks, applying independently judgment in the use of conventional and original techniques in research methodology

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

Exercise creativity and independent and critical judgment with limited supervision

Cope with novel and difficult problems

Direct the work of, lead, and provide technical guidance to others

Establish and maintain the cooperation of others in providing information, data, and assistance in the course of assigned research assignments, tasks, and projects

Prepare comprehensive technical program reports and explain information and data in its most meaningful and understandable form

Write, edit, and submit grant proposals in a timely fashion

Critically review research and evaluate reports and instrumentation prior to dissemination

Effectively communicate in both oral and written form for both technical and non-technical audiences

Demonstrate professional maturity and good judgment when participating in department-wide project planning and job assignments.

EDUCATION AND EXPERIENCE

Generally, any combination of education and experience that could provide the required knowledge, skills, and abilities is considered as qualifying. A typical method of demonstrating these qualifications would be:

- Possession of Bachelor's degree from a college or university, accredited by one of the six regional associations authorized by the U. S. Department of Education, with course work in research methods, statistical techniques, educational planning, or a related field; a Master's degree is preferred; and
- Four years of progressive job-related experience with demonstrated competence to conduct comprehensive research studies and analytical projects, including one year of educational research experience

**BARGAINING UNIT: Office, Technical, and Business Services (OTBS) Unit**

**WORKING CONDITIONS:** Duties are performed in an office environment while sitting at a desk and program sites and in the community to make oral presentations and attend meetings. Incumbents may be required to work a flexible schedule evening and weekend hours. May require to use personal vehicle in the course of employment, may be required to attend evening meetings, and travel, may be required to work evenings or weekends, and occasionally operates a desktop computer for prolonged periods of time. The noise level in the work environment is usually quiet.

**PHYSICAL DEMANDS:** Incumbents regularly stand and sit for long periods of time, walk short distances on a regular basis, use hands to handle, feel, finger, and to operate a computer keyboard or other office equipment, reach with hands and arms, stoop or kneel or crouch to file speak clearly and distinctly to answer telephones and to provide information; see to read fine print and operate desktop computer; hear and understand voices over the telephone and in person; and move and transport program materials weighing up to 20 pounds.

Approved by the Personnel Commission: 11/28/12



Sheila Lopez  
Interim Director, Classified Personnel

November 28, 2012

Date