

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: RESEARCH ANALYST - SENIOR

BASIC FUNCTION:

Under the direction of an assigned manager the Research Analyst – Senior represents 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; provides technical expertise and assistance to internal and external partners regarding project evaluation 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.

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 SCCOE in various complex multi-agency projects; performs project management and leads implementation 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 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.

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.

Conducts 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 statistical 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.

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 workday 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.

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

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

Management and education functions and procedures related to public schools.

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

Online survey design and administration.

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

Principles and practices of project management.

Operation of database, statistical analysis, presentation, graphics, and word-processing software systems.
Technical writing and data presentation.
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.
Budget preparation and control.
Data governance's use of data for research and program evaluation.
Correct English usage, grammar, punctuation, spelling, vocabulary and composition.
Operation of a computer and assigned software.

ABILITY TO:

Represent the SCCOE in various complex multi-agency projects, performing project management and leading implementation through collaborative project leadership.
Provide technical expertise and assistance to partners regarding project status, structure, planning and execution.
Create effective and relevant 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.
Convert technical/statistical information into meaningful and understandable formats for both technical and non-technical clients and audiences.
Present data and factual information for program improvement and decision-making, recognizing significant factors, relationships and trends in an accessible manner.
Ability to write clear, succinct, articulate and comprehensive narratives.
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.
Effectively organize time to meet deadlines and timelines.
Work independently with minimum direction under the guidance of an assigned manager.
Establish and maintain cooperative and effective working relationships with others.
Operate standard office equipment and assigned software.

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, 4/12/23



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 4/12/23