

SANTA CLARA COUNTY OFFICE OF EDUCATION

CLASS TITLE: RESEARCH ANALYST, ASSOCIATE

BASIC FUNCTION:

Under the direction of an assigned manager, the Research Analyst, Associate leads, plans, organizes and conducts grant and program evaluations and research projects; designs and executes research and evaluation methodology across the Santa Clara County Office of Education (SCCOE) and external agencies.

DISTINGUISHING CHARACTERISTICS:

The Research Analyst, Associate is the experienced and analytic class where incumbents design work plans and methodologies and independently perform advanced evaluation and research work. The class is further distinguished by the need to develop evaluation designs and analysis of results for projects of greater accountability and impact across the organization.

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:

Provides evaluation technical support related to matters such as accountability, student educational outcomes, school demographics, curricula, professional development and program viability for grants, partnerships and programs across all SCCOE departments and external partners.

Performs complex project evaluation activities, including collection, analysis and synthesis of project evaluation data and utilization of sophisticated statistical analysis software.

Prepares reports containing descriptive, analytical and evaluative content based on data analyses, summaries and other findings; reviews and authorizes the release of reports to clients.

Designs and administers data collection tools and measurement instruments; develops evaluation plans to measure relevant goals, objectives and process implementation/program outcomes; provides assistance to and coordinates efforts with program/project staff as necessary.

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 to a variety of audiences; compiles evaluation or research data in a variety of forms for analyses.

Selects, adapts and applies appropriate statistical tests, measurements, assessments, research and other statistical techniques to specific areas of study.

Analyzes demographic, educational outcome and assessment data, along with external report findings and trends to assess program and grant progress.

Participates in program monitoring; supports the required oversight and monitoring of programs with high visibility; creates and compiles mandated reports; assures compliance with regulations and policies related to special programs.

Provides training and support at teacher, campus, district and county office levels regarding effective uses of data to inform classroom instruction and assists with program decision making; creates and delivers trainings and workshops.

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

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

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

Formulates hypotheses to be tested in research designs and utilizes appropriate research and statistical techniques to specific areas of evaluation or study.

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

Meets with clients to coordinate research and evaluation activities; prepares and presents data to clients and other interested parties.

Assists in training others in data collection as needed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

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

Methods for preparing evaluation and 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.

Online 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 and statistical analysis 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 evaluation and research methodology.
Perform responsible evaluation and 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.
Write clear, succinct, articulate and comprehensive narratives.
Prepare reports, summaries and oral presentations of technical nature.
Identify, evaluate and resolve routine and complex problems.
Compile, merge and analyze large datasets.
Assist others to identify information needs, secure relevant information, analyze alternatives and select appropriate procedures.
Work independently with minimum direction under the guidance of an assigned manager.
Establish and maintain cooperative and effective working relationships with others.
Effectively organize time to meet deadlines and timelines.
Operate standard office equipment and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Master’s degree with coursework 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
Revised: 4/12/23



Marisa Perry
Director III – HR / Classified Personnel Services

Date: 4/12/23