

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

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**TITLE: DATA SYSTEMS ANALYST**

**REPORTS TO:** Assigned District Administrator

**JOB GOAL:** Responsible for entering, analyzing, reconciling and submitting data within district, county and state systems. Coordinate with school site officials and various departments to verify district data is accurate, complete and current. Prepare reports using current visualization and presentation techniques.

**QUALIFICATIONS**

Knowledge of

1. Proficient with data query languages.
2. High level of literacy in Business Intelligence concepts, tools and frameworks
3. In-depth knowledge of state educational and/or local K-12 operations preferred
4. Strong quantitative and analytic abilities to analyze and validate data and the tools necessary to accomplish the work
5. Knowledge and proficiency with K12 Student Information Systems (SIS)
6. Data collection, analytical methods and procedures
7. Correct English usage, spelling, grammar, punctuation, and math
8. District policies, rules and regulations as they apply to student records
9. Proper office methods, techniques, and procedures including report writing and proper telephone techniques
10. Safety rules and regulations for this position

Ability to

1. Use resources effectively and efficiently; can orchestrate multiple activities at once to accomplish goals
2. Learn quickly and independently when facing new problems and situations; thrives with challenges
3. Keen listening, written and verbal skills, while ensuring clear, effortless explanations to users
4. Effective problem-solving ability and strong analytical skills; can see underlying or hidden problems and patterns; looks beyond the obvious
5. Remain current with best practices in data visualization, Extract, Transform, Load (ETL) and data warehousing technologies
6. Partner, support and collaborate with multiple teams to assess business needs, define project scope and requirements, manage expectations, facilitate communication, and provide project updates
7. Demonstrated interpersonal and communication skills along with the ability to interact at all levels of the organization including parents, students and staff
8. Analyze situations, take appropriate action and carry out oral and written instructions in a variety of procedural matters without immediate supervision
9. Facilitate the orientation and in-service training of site personnel pertaining to data processing procedures, report formatting and other student information, issues and concerns

Ability to: (continued)

10. Learn and follow District operations, procedures, policies and requirements
11. Exercise independent judgment and problem-solving skills related to specific areas or responsibility
12. Establish and maintain effective work relationships with those contacted in the performance of required duties

Training and Experience

1. Education equivalent to the completion of the twelfth (12) grade.
2. Sixty (60) units of accredited college coursework or an Associate's Degree of job-related coursework successfully completed with a grade 'C' or better, or equivalent IT Certification preferred.
3. Good work history and attendance.

## **ESSENTIAL FUNCTIONS**

1. Collect, analyze, enter and interpret data; organize report material; translate technical material and data into user-friendly language and data visualizations
2. Serve as a liaison and coordinate data processing, analysis and reporting functions between district personnel, administrators, vendors and various outside agencies
3. Make recommendations for strategic direction of data analysis tools and procedures in alignment with business strategy
4. Collaborate with District staff, outside agencies and vendors in the collection, extraction, processing, analysis and submission of a variety of electronic data
5. Prepare, validate and submit a variety of specialized data needed for district, county, state and federal requirements
6. Directly support customers in use of office and data visualization tools to develop and deploy reports, charts, dashboards, alerts, etc.
7. Audit a variety of data for accuracy and completeness; compare data and identify errors and discrepancies; make corrections and modifications as needed
8. Document business data sources as a reference for users in development of data visualizations
9. Maintains current and past student records for the District
10. Receives, reviews, and verifies documents, records, and forms for accuracy, completeness and conformance to applicable rules, regulations, policies, and procedures
11. Process/prepare letters, memos forms, applications, documents, records and/or other paperwork in support of the assigned office functions
12. Provide second level support for a variety of district applications
13. Attend and actively participate in meetings
14. Follows district policies and procedures
15. Participates in district in-service training as required
16. Knows and understands the District Mission and Core Values
17. Performs other job-related duties as assigned

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines
2. Able to conduct verbal conversation in English or other designated language
3. Able to hear normal range verbal conversation. (approximately 60 decibels)
4. Able to sit, stand, stoop, kneel, bend, and walk
5. Able to sit for sustained periods of time
6. Able to climb slopes, stairs, steps, ramps, and ladders
7. Able to lift up to ten (10) pounds frequently, and thirty (30) pounds occasionally
8. Able to carry up to ten (10) pounds frequently, and thirty (30) pounds occasionally
9. Able to push and pull objects weighing up to thirty (30) pounds
10. Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner
11. Able to operate a motor vehicle in a safe and effective manner

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will give the evaluation.

Approved by: Board of Education Date: January 23, 2020

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**