

**CLASSIFICATION TITLE: *Program Analyst***

**DEFINITION:**

Under general direction, performs a variety of complex technical and support services involving educational data analysis functions such as research, program evaluation, statistical and financial analysis; and does other work as required.

**DIRECTLY RESPONSIBLE TO:**

Director, Curriculum, Instruction and Accountability

**SUPERVISION OVER:**

None.

**DUTIES AND RESPONSIBILITIES:**

Conducts ongoing data analysis studies and surveys involving the development and/ or maintenance of programs under Educational Services, assists in the development and implementation of program procedures; develops and revises forms, procedures, and written materials for use in assigned programs; monitors grant activities and expenditures for compliance; provides assessment data analysis for SCSOS programs and Sutter County Local Educational Agencies (LEAs), gathers comprehensive data and analyzes program and student outcomes.

Completes complex data processing activities for the purposes of retrieving, analyzing, reporting, and warehousing data to address student learning, professional development, and program/ LEA continuous improvement activities.

Conducts various cost analysis studies; prepares reports and displays for program accountability and student performance; prepares workload, staffing and space requirement reports; participates in work measurement studies and provides training in program procedures.

Assists with development of new programs and identifies program problems and makes recommendations regarding workload, operations and budget.

May be assigned to special committees to assist in program development; researches program legislation; summarize progress on projects, provides reports on specified grants; compiles data and develops a variety of reports, oral and written presentations.

Assists with monitoring compliance with state and federal mandates, analyzes program goals and achievements, and recommends change as necessary. Interface with county and regional assessment/data specialists, to keep abreast of technologies and emerging trends in student data analysis, for the purpose of providing additional information, developing instructions for and training for staff when appropriate.

Assists in the preparation of grant applications; monitors compliance with grants, conducts research and prepares reports, newsletters or publications specifically for the grant programs; may assist in the preparation of memorandums of understanding (MOUs) for agencies.

May perform other related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Education, Training and Experience:**

Bachelor's degree in job related area preferred. Two years of experience performing program and data analysis work which would demonstrate the possession of the above knowledge and abilities; or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Experience in the education field and/or public school system is desirable.

**Knowledge, Skills, and Abilities:**

Knowledge of the principles and practices of planning, development of program and data analysis studies involving staffing, work flow, organization design, and evaluative methods and outcomes; the principles and practices related to financial reports, budget requirements, and data processing, analysis and research; working knowledge of Microsoft Office and Google Suite; knowledge and ability to navigate various database, and student information systems and knowledge of statistical methods.

Ability to use communication skills and techniques required for gathering and transmitting information at all levels of the organization; define areas of concern, perform, and participate in the collection, interpretation and evaluation of data; validate conclusions; define and select alternatives; coordinate and initiate action necessary to implement recommendations; to interpret complex regulation, laws and guidelines; to prepare concise, logical, oral and written reports and explain policy procedures or recommendations on a wide variety of program issues; to coordinate program objectives and policies in a diverse and complex organization; establish and maintain effective interpersonal relations with clients, the general public and personnel at all organization levels.