NASSAU COUNTY	**Title : DATA ANALYST**
SCHOOL DISTRICTS	**Code: 030040 BMA**
CLASS SPECIFICATION	**Page : 1 of 2**
	Competitive

GENERAL STATEMENT OF DUTIES

Performs analysis of multiple data sources such as Nassau County school districts' data, standardized and New York State Department of Education test data, and community data, for research, grant applications, and to assist school districts and collaborative agencies to improve educational planning and instruction for students; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the work requires technical skill in using software tools such as Statistical Package for Social Sciences (SPSS) spreadsheet programs, and relational database programs to analyze various databases.

TYPICAL DUTIES

* 1. Assembles, arrays, processes, analyzes, and interprets data.
* 2. Defines data requirements, and designs databases to satisfy the objectives.
* 3. Ensures the currency, accuracy, and integrity of the databases.
* 4. Creates effective databases to automate and standardize required New York State Department of Education periodic and special reports.
  5. Generates accurate and timely reports, statistics, and measurements of organizational activities and outcomes.
* 6. Articulates research questions, defines methodology, harvests data from databases, analyzes results, and presents findings in a clear and cogent form.
* 7. Analyzes educational data for research and support of instructional planning.
* 8. Creates macros and program routines, and edits programs used in searching, retrieving, and formatting data.
* 9. Evaluates and prepares recommendations on databases, trends, and new issues.

*ESSENTIAL FUNCTIONS

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of statistics and relational databases.
2. Considerable knowledge of software applications, such as SPSS, to compile and analyze data and prepare reports.
3. Knowledge of systems development methodologies and practices.
4. Ability to collect, compile, analyze, and interpret data in a variety of formats.
5. Ability to identify the problem and recommend solutions.
6. Ability to document reporting requirements and report specifications.
7. Ability to express oneself effectively, both orally and in writing.
8. Ability to establish and maintain working relationships with associates and school administrators.

MINIMUM QUALIFICATIONS
Training and Experience
Bachelor's degree from a regionally accredited or New York State registered college or university, with a major in a computer field
and
Three years of satisfactory experience analyzing statistical data using tools such as Statistical Package for the Social Sciences (SPSS).

NOTE: 1. One year of experience, as outlined above, in excess of the three-year requirement, may be substituted for the major.
2. A Master's degree from a regionally accredited or New York State registered college or university with a concentration in a computer field may be substituted for one year of experience.