

**JOB DESCRIPTION**  
**Grossmont Union High School District**

**INFORMATION ANALYST**

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**Purpose Statement:**

The job of Information Analyst is done for the purpose/s of developing and installing specialized reporting systems as defined by management and department heads; updating and maintaining data extracts, providing information and/or direction as may be required.

This job reports to Director, Assessment & Evaluation

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**Essential Functions**

- Analyzes existing data sources and reporting capabilities for the purpose of creating user defined specialized reports from existing data.
- Collaborates with a variety of internal and external parties (e.g. programmers, programmer analysts, database administrators, users, Office of Ed, state and/or federal agencies, etc.) for the purpose of providing and/or receiving information and ensuring project success .
- Composes a variety of materials (e.g. reports, memos, procedures, project documentation, flow charts, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Develops programming process for use by school district administration for the purpose of providing computerized alternatives to manual processes.
- Implements reporting processes that extract data from a variety of existing databases (e.g. CBEDS, ROP, Special Ed, etc.) for the purpose of providing access to computerized alternatives to manual processes.
- Maintains existing reporting processes (e.g. date mandated reporting changes, data source changes, additional fields, etc.) for the purpose of ensuring ongoing availability of information to meet mandated requirements.
- Responds to user requests for reports and report enhancements for the purpose of evaluating feasibility and complying when possible.
- Tests report generators for the purpose of ensuring that product matches defined requirements and expected functionality.
- Trains selected personnel for the purpose of ensuring their ability to use new and/or existing processes.
- Troubleshoots existing reporting programs for the purpose of identifying and resolving issues; providing user training or referring to other resources for resolution .

**Other Functions**

- Assists other personnel as may be required for the purpose of contributing to the efficiency and effectiveness of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: adhering to safety practices; operating computer equipment and related peripherals; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: current and legacy data extraction programs (e.g. SPSS, SQL); and FTP and network protocols, data modeling, ASP.net, Oracle.

ABILITY is required to schedule activities; gather and/or collate data; and consider a wide variety of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using a variety of processes. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is significant. Specific abilities required to satisfactorily perform the functions of the job include: setting priorities; meeting deadlines and schedules; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to effect the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within specialized field is required.

**Education** Community College and/or Vocational School degree with study in job related area.

**Required Testing**

As required for position

**Certificates & Licenses**

Applicable Certifications

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

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**FLSA Status**

Non Exempt

**Approval Date**

6/15/2006

**Salary Grade**

Unit II 59