

The **Management Analyst** reports to the Director of Human Resource Services. Under general supervision, the Management Analyst performs professional level, individual analysis, preparation of reports presentations and employee contracts. Work involves collecting, summarizing, and analyzing a variety of data to support District management initiatives. The Management Analyst may prepare reports for multiple audiences and prepare District-level presentations. Employee must be able to work independently, have strong organizational/project management skills, and collaborate well with others.

Competencies of the Management Analyst

- Exceptional written and verbal communications skills
- Strong organizational and time management skills
- Knowledge of relevant federal, state, and local laws, as pertain to public education
- Proficiency with various technologies used for analysis, reporting, and data collection (i.e., Visions (Business/Human Resource Software), Microsoft products, OneDrive/Google Drive, and Survey Monkey).

Essential Duties

- Assists in designing various data collection and reporting projects and activities including preparation and submission of SDER report.
- Support Staffing Committee with preparation of data reports and monitoring of staffing
- Collects data form a variety of resources including related web sites, obtains needed data from existing data files, other districts, and creates/prepares appropriate spreadsheets and databases for multiple district processes.
- Responsible for HR iVisions data and ensuring data quality in regards to contract issuance and other HR functions such as position control and related HR PAR work.
- Support District-wide initiatives related to the strategic plan.
- Supports the creation of presentations and reporting.

Minimum Qualifications

- Bachelor's Degree in a related field and two years of experience related to area of assignment is required; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing/Certification Requirements

- AZ Fingerprint Clearance Card