

**KYRENE SCHOOL DISTRICT
CLASS SPECIFICATION
RESEARCH ANALYST**

DEPARTMENT:	BAND/GRADE/SUBGRADE:	FLSA STATUS:
Research & Evaluation	C44	Exempt

CLASS SUMMARY:
<p>The Research Analyst is a standalone class. Incumbents perform professional level subject matter expert work in the administration and coordination of complex research and evaluation processes, project management, and professional support of management and strategic staff and programs.</p> <p>Duties include conducting complex research and analytical work in the areas of data collection, survey development, analysis, and reporting, and the provision of data and recommendations pertaining to District initiatives and programs to support organizational and stakeholder understanding of District efficacy and efficiency.</p> <p>Some incumbents may act as a lead worker of small groups of professional and administrative support staff, making work assignments and determining completion of work.</p>

ESSENTIAL DUTIES. This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.	Percent Of Time	Band / Grade Rating
Manages data management processes, datasets and tools including: creating and maintaining databases; entering, retrieving and analyzing data; using queries and producing custom reports from databases; troubleshooting data issues and errors; developing new applications and reporting systems and methods; maintaining related documentation; and ensuring comprehensive data quality and validation.	Daily 30%	C4
Develops, designs and administers various survey instruments and forms to address District needs and initiatives; collects and analyzes data; conducts analysis and interpretation of results; and prepares written reports, presentations and graphic visualizations/representations for various audiences.	Weekly 20%	C4
Advises in the development and implementation of data dashboards, business rules for metric calculations/KPIs, strategic planning measurement systems and other knowledge management processes and tools; provides on-going expert guidance, technical assistance, and presentations to	Weekly 20%	C4

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stakeholders and users of accountability, finance, and related data; and provides guidance and technical expertise on research and evaluation.		
Acts as a project manager in the coordination of research and analytical projects and committees; develops and administers schedules, specifications and budgets; evaluates progress and work; and presents the results and recommendations to management.	Weekly 20%	C4
Performs literature searches and researches various topics; provides advice and recommendations to program and management staff in identifying and assessing the quality of interventions and evidence-based practices.	Weekly 10%	C4
Performs other duties of a similar nature and level as assigned.	As Required	

Training and Experience:

Master's Degree in social sciences, education, statistics, public or business administration or related field and six years of research design and evaluation, strategic planning, education, or experience related to area of assignment is required; 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.

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Knowledge of:

- Relational databases, statistical analysis software and related computer software.
- Statistical analysis techniques and methods.
- Educational practices as applied to data extraction, manipulation, analysis, and reporting.
- Strategic planning.
- Project management processes and methods.
- Survey design, process and management.
- Educational systems and processes.
- Pertinent federal, state, and local laws, codes, rules, regulations, recommendations, codes, and statutes.
- District policies, procedures, organization structure and school requirements.

Skill in:

- Use of and programming in statistical software (e.g. SPSS, SAS, R) and other query or data management languages, such as JAVA or SQL, VB macros in Excel, ACCESS or App Scripts in Google Sheets.
- Use of various data systems technologies used for analysis, reporting, and data collection (i.e. Microsoft products, Business/Human Resource/Student Information Systems, data warehousing, business intelligence applications, OneDrive/Google Drive, Visio and Survey Monkey).
- Conducting project management.
- Performing and oversight of complex and advanced data and statistical analysis.
- Communicating effectively and expertly, both orally and in writing.
- Interpreting and applying laws, regulations, codes, and policies.
- Working under pressure to meet timelines and handling multiple and changing priorities.
- Establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

ADA and Other Requirements:

Positions in this class typically require: stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

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Class History Information:

Prepared by Gallagher HRCC 05.13.19