



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8817  
Pay Grade: E03

FLSA: Exempt  
PTS

<b>DATA ANALYST, STRATEGIC PLANNING AND POLICY</b>
<b>REPORTS TO:</b> Director, Strategic Planning and Policy
<b>SUPERVISES:</b> Not Applicable
<b>QUALIFICATIONS:</b> Bachelor's degree from an accredited college or university in Computer Science or related field, plus two (2) years of progressively responsible experience in related field; or an equivalent combination of education, training, and related experience.
<b>MAJOR FUNCTION</b>
Performs complex technical work developing, maintaining, and supporting database applications. Analyzes, interprets information and data. Creates and provides custom reports. Work is performed independently and reviewed through periodic reports, conferences, and effectiveness of results obtained.  Supports cross-functional work throughout the organization with regards to data, policy and effective and efficient operating processes. Working to connect data and practice, the Data Analyst ensures effective liaison, appropriate confidentiality, and coordination on matters relating to policy, data and strategic planning that support a culture of rigorous learning with increased outcomes for all students.
<b>ESSENTIAL RESPONSIBILITIES</b>
<ul style="list-style-type: none"><li>• Works collaboratively with a highly motivated team from multiple offices to advance systemic initiatives in the district.</li><li>• Provides technical support in developing or amending school board policies.</li><li>• Maintains electronic databases and platforms necessary to track, document, and monitor assigned initiatives.</li><li>• Compiles and prepares statistical, operational, and performance data for management decisions for assigned initiatives.</li><li>• Prepares and reviews various reports to ensure the timely and accurate entry of data, data corrections and validations, and identifies specific trends among schools, users, and specific initiatives.</li><li>• Performs data analysis to identify trends, problems and issues that need to be addressed through targeted technical support, training, and modifications to policies and procedures.</li><li>• Develops databases and tracking mechanisms to monitor submission of data.</li><li>• Designs custom reports and queries to target specific data management issues and develops monitoring mechanisms to ensure that issues are resolved in a timely manner.</li><li>• Provides assistance in the coordination and integration of organizational planning and process reengineering.</li><li>• Provides staff support to committees, as assigned. Support may include assistance in developing and meeting objectives consistent with the committee's charge, conducting research, analysis and interpretation of findings to aid the preparation of detailed written reports.</li><li>• Designs, disseminates, collects and analyzes surveys and other forms of electronic data/platforms, as assigned.</li><li>• Utilizes data and provides key analysis to support implementation of cross-functional initiatives.</li><li>• Provides technical assistance and training for district- or school-based personnel to support the implementation of assigned initiatives.</li><li>• Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and professional standards.</li><li>• Performs other related work as required.</li></ul>

**DATA ANALYST, STRATEGIC PLANNING AND POLICY**

<b>TERMS OF EMPLOYMENT</b>
<p><i>Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
<b>HISTORY OF JOB CLASSIFICATION</b>
ISSUED: 02/22/19 LM; BOARD APPROVED: 04/23/19

**DATA ANALYST, STRATEGIC PLANNING AND POLICY**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time	X				
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a computer to enter and transform words or data					X
21. Using various technology tools					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Data Analyst, Strategic Planning and Policy - PTS