VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DATA ANALYST

BASIC FUNCTION:

Under the general direction of the District Budget Officer or higher level administrator, a Data Analyst performs a variety of technical work related to the analysis, interpretation, and reporting of statistical data to State and federal agencies.

REPRESENTATIVE DUTIES:

Coordinate and facilitate districtwide efforts to standardize statistical reporting; confer with District staff and various committees in order to identify appropriate data sources for reporting requirements and to improve the accuracy and integrity of data reported. E

Review, analyze, audit, and arrange data for a variety of State and federally mandated programs, activities, and reporting requirements, such as Management Information Systems (MIS), Clearinghouse, Integrated Postsecondary Education System (IPEDS), and Full Time Equivalent Student (FTES) State appointment reporting. E

Develop, maintain, program, audit, and analyze databases and applications used to support compliance reporting in multiple areas including financial aid, counseling, and student services; develop and maintain the districtwide data warehouse. E

Analyze existing computer applications and make software and hardware recommendations for the overall improvement of District data management; advise Information Technology Department staff in the installation and configuration of servers which house data. E

Develop algorithms, routines, scripts, and SQL queries for programming interfaces between multiple data sources; develop data extracts, data normalization processes, and merge routines for MIS, Clearinghouse, and other District-critical reports. E

Retrieve, verify, and mine data for use in various studies and reports; compose reports, memoranda, forms, and presentations using appropriate software. E

Provide technical and analytical training and support to District offices, divisions, committees, faculty, staff, and administrators with regard to data reporting; develop and deliver staff training and development activities. E

Review and evaluate requests for data; arrange and maintain project schedules and timelines; ensure timely reporting of all necessary metrics to the appropriate State and federal agencies. E

Perform related duties as assigned.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Principles, practices, procedures, and techniques involved in the collection, analysis, interpretation, and reporting of statistical data
- District information systems
- Principles of project management
- Federal and State regulations, including Title IV, Title V, and the Family Educational Rights & Privacy Act
- Principles and practices of State attendance accounting methods
- Computer applications such as word processing, spreadsheet, database, and presentation software
  - Principles and practices of administrative report preparation
- Relational database management systems
- Data warehouse and data mart concepts, structures, and technologies
- Data verification and clean-up procedures
- Principles and techniques of computer programming, systems analysis, data processing, and programming documentation
- End-user reporting tools
- Programming languages, such as Structured Query Language and Visual Basic
- Principles and techniques of quantitative and qualitative data analysis
- Customer service methods and techniques
- English usage, spelling, grammar, and punctuation

ABILITY TO:

- Evaluate and interpret information and data
- Prepare clear, accurate and concise tables, schedules, summaries and other materials in statistical and narrative form
- Handle multiple projects simultaneously
- Work independently with little direction
- Organize and prioritize timelines and project schedules in an effective and timely manner
- Work under steady pressure with frequent interruptions
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports
- Communicate effectively, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the course of work
- Communicate technical information to a non-technical audience
- Work cooperatively and effectively with all segments of the college community

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: A bachelor’s degree from a recognized college or university with coursework in computer programming, database development, or computer applications.

Experience: Two years of experience performing financial, statistical, or administrative data analysis which required the use of computer databases and software applications.
DATA ANALYST (continued)

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL ABILITIES:

Sitting for extended periods of time
Normal vision to read documents and analyze data
Dexterity of hands and fingers to operate a computer keyboard and other office equipment
Hearing and speaking to exchange information on the telephone or in person
Bending and reaching to retrieve and file documents

HAZARDS:

Extended viewing of a computer monitor
Extended use of keyboard and mouse