

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 8150
Pay Grade: E03

FLSA: Exempt
PTS

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| DATA ANALYST |
| REPORTS TO: Executive Manager, Accountability |
| SUPERVISES: Not Applicable |
| QUALIFICATIONS: Bachelor's degree from an accredited college or university in Computer Science or related field, plus two (2) years progressively responsible experience in related field; or an equivalent combination of education, training, and related experience. |
| MAJOR FUNCTION |
| 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. |
| ESSENTIAL RESPONSIBILITIES |
| <ul style="list-style-type: none">• Accesses all necessary data sources to download and collect data for research and evaluation purposes• Maintains electronic databases necessary to track, document, and monitor students files• Monitors information needs to meet changing requirements• Serves as liaison with Technology and Information Systems staff in systems design improvement and resolution of programming and/or related problems• Monitors data quality• Creates simple data summaries and charts• Consults with users on the creation, analysis, and utilization of data• Produces custom reports and data files• Collaborates with other departments on processes and projects• Researches, analyzes, designs, and maintains desktop computer systems• Works to identify, resolve, and/or correct various system errors or failures• Addresses problems in hardware, software, and/or procedures• Responsible for coordinating the development, maintenance, and support of departmental website(s)• Trains users in the operation of new or modified systems and programs• Meets with administrators and/or employees regarding departmental or division issues• May maintain departmental security access for network files• Performs other related work as required |

DATA ANALYST

| TERMS OF EMPLOYMENT |
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| <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> |
| HISTORY OF JOB CLASSIFICATION |
| ISSUED: 8/13 LM; BOARD APPROVED: 10/22/13 |

DATA ANALYST

| 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 – PTS