

San Jose Unified School District

I. Title Program Analyst

II. Definition

Perform complex duties requiring independent judgment and analysis related to data gathering, report preparation, special projects, and other tasks as assigned.

III. Examples of Duties

- Perform complex duties requiring independent judgment and analysis related to data gathering, report preparation, special projects, and other tasks as assigned.
- Gather and compile statistics and other data; research a variety of sources to provide reports including applicable legal provisions related to special programs.
- Research and analyze data utilizing spreadsheet programs such as Excel, coordinate the collection and preparation of data through computer-generated reports required by district or state and federal agencies.
- Maintain budget information for the department; keep all financial information current and accurate; provide budget reports as requested.
- Operate a computer to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database.
- Provide excellent customer service by establishing positive relationships with administrators, district staff and public requiring interpretation of complex laws, rules and regulations governing program guidelines.
- Promote teamwork by sharing knowledge, providing cross training for other employees, cooperating with others, participating in meetings and work groups, and support the goals and objectives of the district and the department.
- Perform related duties as assigned.

IV. Distinguishing Characteristics

- Ability to perform difficult, complex and responsible analytical work.
- Positive interpersonal, communication and leadership skills, tact and initiative, the ability and confidence to accept responsibility, and be well organized.

V. Employment Standards

A. Knowledge of:

- Laws, rules and regulations related to program compliance guidelines.
- District organization, programs and policies.
- Financial accounting and budget preparation procedures.
- Modern office methods, practices and operation.

B. Ability to:

- Perform complex personnel duties.
- Analyze data from a variety of sources.
- Prepare and maintain statistical and other records and files.
- Maintain accurate and detailed records of budget expenditures.
- Perform complex analytical work requiring speed and accuracy.
- Interpret, apply, and explain rules, regulations, policies, and procedures.
- Exercise analytical judgment and analysis.
- Work effectively with constant interruptions.
- Work confidentially with discretion.
- Establish and maintain cooperative and effective working relationships.
- Operate a variety of modern office equipment including computer systems and networks.
- Meet schedules and time lines.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

C. Education/Training/Experience:

- BA/BS Degree in related content/department area; or AA degree with broad and increasingly responsible experience in departmental area or business; or four years of broad and increasingly responsible experience in specific departmental business, preferably one year in a public school district.
- Additional course work, workshops, and in-service activities.
- High level of competence in spreadsheet, database, and word processing software.

D. Licenses/Certificates:

Valid California driver's license

IV. Specific Qualifications

Must pass District promotional clerical test and computer test.

Date: Revised June 2, 2005

Range: 28 \$ 37,396.08 - \$ 45,518.40

Work Year: 12

Category Code: PRA