

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Analyst, Administrative	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Assigned Department	CLASSIFICATION:	Management
FLSA:	Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	E-26/Management Salary Schedule

BASIC FUNCTION:

Accountable for improving student achievement through the effective management of an assigned area; direct and perform complex professional technical and analytical work in one or more assigned areas including coordinating and leading major and challenging projects to expand practices proven to raise student achievement with special attention on English Learners and Special Education students; plan, organize, direct, train and review the work of professional analysts, technicians and clerical staff to provide timely delivery of high quality services; serves in a lead capacity and create innovative approaches to meet the needs of the District.

REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Lead and participate in gathering departmental organization, staffing and work load data; analyze data to ensure reporting accuracy of information; evaluate and prepare timely recommendations on departmental requests for program changes. *E*

Participate in the development of goals and objectives as well as policies and procedures in support of educating students at a high level and achieving their personal best; make recommendations for changes and improvements; implement approved policies and procedures and monitor work activities to ensure compliance with established guidelines. *E*

Critically evaluate information gathered from multiple sources, reconcile conflicts, assemble high-level information into details, summarize low-level information to a general understanding, and distinguish user requests from the underlying true needs. *E*

Establish and maintain collaborative, productive and effective working relationship with all levels of management, professional staff, elected officials, outside agencies and stakeholders and the general public to coordinate activities, resolve issues or concerns and exchange information to enhance and expand practices proven to raise student achievement. *E*

Confer with and advise the department head and management personnel on general departmental administrative policies and procedures; assist in determining methods for carrying out the broad overall policies of the department. *E*

Organize and collaborate with sites, departments and outside agencies to develop and integrate comprehensive and effective educational and/or professional services to provide students and families access to high quality learning options and activities in support of students achieving their personal best. *E*

Supervise the development and operation of systems for budgetary, accounting, personnel, records management, scholarships and other administrative functions of the department. *E*

Represent the department on administrative matters before boards, commissions, and agencies as required.

Analyze the types and levels of services; develop recommendations for the most effective organization structures, functions, staffing, and use of other resources to accomplish stated goals. *E*

Conduct or direct complex studies pertaining to assigned area; determine appropriate action for improvement; advise department manager on findings and methods of effective solutions; prepare written reports, draft and review Board Communications and Board Agendas and make presentations. *E*

Supervise and evaluate the performance of assigned personnel on a regular basis and provide clear, constructive feedback to improve staff effectiveness in support of professional learning; recommend performance improvement plan, disciplinary and other personnel-related actions; train personnel in assigned areas. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and five years increasingly responsible supervisory and/or management or related experience in area of specialty.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, organization and direction of business functions of a department.
- Computer hardware systems, mainframes, software applications, and languages utilized by the District.
- Accurate budget preparation and control.
- Analytical and problem solving techniques
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer to enter data, maintain records and generate reports.
- Principles and practices of management.
- Applicable laws, codes, regulations, policies and procedures.
- District organization, operations, policies, objectives and goals.

ABILITY TO:

- Plan, organize and administer business functions of the District.
- Maintain current knowledge of trends in the assigned field.
- Provide technical guidance and recommendations concerning existing computer programs and systems.
- Operate computers and peripheral equipment properly and efficiently.
- Prepare and make presentations.
- Demonstrate loyalty and high ethical standards.
- Focus and appropriately allocate resources toward identified goals.
- Manage change and design an effective system of reporting progress and monitoring results.
- Negotiate skillfully in difficult situations and create solutions to promote compromise.
- Learn new or updated computer systems and/or software programs to apply to current work.
- Establish and maintain cooperative and productive working relationships with a diverse range of people.
- Design an effective system of reporting progress and monitoring results.
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
- Communicate, understand and follow both oral and in written directions effectively.
- Interpret, comprehend, apply and explain rules, regulations, policies and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Work independently and effectively with minimum direction and many interruptions.
- Prepare comprehensive narrative and statistical reports.
- Supervise and evaluate the performance of assigned staff.
- Plan and organize work to meet schedules and times.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.

Actively participate in meeting District goals and outcomes
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; driving a vehicle to conduct work; contact with dissatisfied individuals; intermittent noise; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, sitting or standing for extended periods of time; dexterity to operate a computer and other office equipment; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity and reasonable accommodations are made under the Americans with Disability Act as required by law.

E=Essential Functions