

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

<b>TITLE:</b>	Analyst I (General)	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Assigned Department	<b>CLASSIFICATION:</b>	Management; Classified
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	E-17/Management Salary Schedule

---

**BASIC FUNCTION:**

Perform technical analytical work in one or more assigned areas; direct, train and review the work of technicians and clerical staff to provide timely delivery of high quality services; lead assigned special projects to expand practices proven to raise student achievement with special attention on English Learners and Special Education Students; accurately gather, evaluate, and analyze a wide variety of data and information.

**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.)**

Analyze the organization, administration, operations, and functions of a department through reviews and evaluation of organizational units to meet District goals; make recommendations on staffing requirements, functional assignments and resource allocation. *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*

Prepare, review, and administer operating budgets within established policies and procedures to ensure the financial stability of the District. *E*

Prepare technical documents and review for data accuracy to ensure the integrity and credibility of the District; coordinate the collection of data through computer-generated reports; compose correspondence and maintain records. *E*

Attend workshops, meetings and other gatherings related to assigned area; train departmental and non-departmental personnel on specific issues related to assigned areas.

Conduct and coordinate research; investigate and ensure District's compliance with rules and regulations pertaining to related to assigned areas. *E*

Review and evaluate operating policies and procedures; recommend revisions when necessary. *E*

Oversee, train, direct 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. *E*

Operate and understand various computer software programs, tools and systems. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree and three years increasingly responsible supervisory/management and/ 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.  
Interpersonal skills using tact, patience and courtesy.  
Analytical and problem solving techniques.  
Oral and written communication skills.  
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.  
Establish and maintain effective and productive working relationships with a diverse range of people.  
Think outside the box and develop new methods or solutions inspiring others to reach a common goal.  
Communicate, understand, and follow both oral and written directions effectively.  
Interpret, comprehend, apply and explain rules, regulations, policies and procedures.  
Analyze situations accurately and adopt an effective course of action.  
Learn new or updated computer systems and/or software programs to apply to current work.  
Work independently and effectively with minimum direction.  
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.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, dexterity to operate a computer and other office equipment; sitting or standing for extended periods of time; 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; seeing to read and analyze reports.

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*