



Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT JOB CLASS SPECIFICATION

Certified: 7/6/2023

Data Analyst

Pay Scale: B

Level: 12

FLSA Status: Non-Exempt

Job Family: Central Office Support

Primary Location: Administration Building

Department Overview

The Department of Academics works to design, support, and monitor the educational vision and mission of Loudoun County Public Schools (LCPS) as articulated in the One LCPS Strategic Plan. The Department of Academics is comprised of the Department of Teaching and Learning, the Department of Student Services, and the Division of Research, Assessment, and School Improvement. Within these departments, curriculum, assessments, and instructional strategies are designed and developed for the 82,000+ students of LCPS.

Job Overview

The Data Analyst assists with designing, planning, scheduling, monitoring and auditing of data, database structure, queries and reports from various LCPS data systems (Student Information System-Phoenix); develops, tests, and validates web-based LCPS data; extracts, transforms, and loads data from multiple information systems for various offices in the Department of Instruction (My Learning Plan, Balanced Scorecard, etc.). Prepares data for local, state and federal accountability reporting.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Compiles, validates and audits data
- Performs data analysis to complete a variety of state and local reports
- Prepares statistical reports using different programs (SPSS, Excel, Access)
- Performs steps to cleanse and standardize data for database updates
- Creates queries and reports by utilizing available tools to meet clients/user needs
- Document procedures, system changes, or problem resolution methods as required

Qualifications

Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education

Bachelor's Degree

Experience

Two (2) years' experience in data management

Licenses and Certifications

Knowledge, Skills and Abilities

- Ability to work independently and as part of a team; easily adaptable to changes in priorities
- Demonstrates strong aptitude for understanding and integrating large and complex data sets from multiple sources, including Microsoft Access, Oracle, and/or SQL
- Experience with relational databases – Access, Oracle, and SQL; skills with statistical software programs – SPSS including syntax language
- Able to develop technical requirements for data and data base structures
- Exceptional organizational skills, analytical skills, strong written and verbal presentation skills
- Knowledgeable of best practices related to data extract, transformation, and load processes
- Strong problem-solving, diagnostic, and analytical skills
- High level of accuracy and attention to detail

Physical Requirements

The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment

The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure

Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without an accommodation.

Remote Work Disclosure

The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while

Loudoun County Public Schools

completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.