



DUTY STATEMENT

PR LOG #:

CIVIL SERVICE CLASSIFICATION				WORKING TITLE	
Research Data Analyst II				Research Analyst	
BRANCH					
Opportunities For All Branch					
DIVISION				OFFICE	
Special Education				Dispute Resolution Investigation Unit III	
CBID	WWG	PCN	POSITION NUMBER	SPECIFIC LOCATION	
R01	2	4401	174-663-5731-XXX	Sacramento	
PROBATIONARY PERIOD		TENURE		TIME BASE	BILINGUAL POSITION
12 Months		Permanent		Full-Time	No
TELEWORK OPTION		SAFETY SENSITIVE POSITION		CONFLICT OF INTEREST CLASSIFICATION	
Hybrid		No		Yes	
DIRECTION STATEMENT AND GENERAL DESCRIPTION OF DUTIES					
Under direction of the Education Administrator I of the Dispute Resolution Investigation Unit II and the Associate Director of the Office of Dispute Resolution in the Special Education Division, the Research Data Analyst II will support the associate director and staff in the Dispute Resolution Units by using research methodologies and techniques to determine how effectively local educational agencies comply with special education laws and regulations. The Research Data Analyst will collect, analyze, and interpret data to support decision-making related to dispute resolution, compliance complaints, and monitoring.					
CONDUCT, ATTENDANCE, AND PERFORMANCE EXPECTATIONS					
All employees are expected to work cooperatively with others, maintain regular, consistent, predictable attendance, and possess integrity, initiative, dependability and good judgment.					
SUPERVISION BY					
This position is supervised by Education Administrator I of the Dispute Resolution Unit III and the Associate Director of the Office of Dispute Resolution.					
SUPERVISORY RESPONSIBILITIES					
This position has no supervisory responsibilities.					
WORKING CONDITIONS AND PHYSICAL REQUIREMENTS					
The work environment is fast paced, can be demanding, and requires flexibility. Employees are expected to work as part of a team and independently. Works closely with unit administrators and the Department's legal office on aspects of work involving special education law. Requires sitting for long periods of time, using a computer or lap top, writing and reviewing documents. Requires participation in Unit and Division staff meetings, both electronically and in person.					

ESSENTIAL/NON-ESSENTIAL FUNCTIONS

Relative % of Time Required: 35

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Analyze the critical business functions and needs of the Dispute Resolution Units in order to collect and interpret accurate data, and develop reports using the division's data system. Analyze and interpret database information by using database management tools to review complaint data, student-level data and/or local-level data to present findings through reports, visualizations, and presentations to inform decision-making. Assist in maintaining the divisions data system in collaboration with division staff. Create statistical trend/correlated reports for dispute resolution monitoring and qualitative assurance processes. Act as the lead trainer and primary technical support to Dispute Resolution Unit staff.

Relative % of Time Required: 25

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Design, plan, and implement research and statistical projects; collaboratively assist in the planning, organization, and the development of multiple measures used to evaluate individual local educational agencies on a complex array of compliance issues and data results related to special education; analyze related issues using appropriate research methodologies. Work in collaboration with other staff members to analyze performance and compliance data in relation to federal and state special education laws, rules, and regulations. Respond to Public Records Act requests and other approved data requests.

Relative % of Time Required: 25

☒ Essential Function☐ Non-Essential Function**Duties Performed**

Perform varied technical and analytical tasks related to the processing of complaints, the analysis of completed investigations, and corrective actions.

Relative % of Time Required:	10	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Identify reliable sources of national, state, and local-level data related to federal and state special education law; compliance trends; local educational agency provision of services; and analyze multiple sources of data using sophisticated statistical techniques.			

Relative % of Time Required:	5	☒ Essential Function	☐ Non-Essential Function
Duties Performed			
Participate in staff meetings; keep supervisors apprised of the status of projects and problems; assist other staff with critical projects as needed, perform other job related duties as required.			

Relative % of Time Required:		☐ Essential Function	☐ Non-Essential Function
Duties Performed			

SPECIAL/ADDITIONAL REQUIREMENTS AND DESIRABLE QUALIFICATIONS

Experience in performing complex data analysis using small and large data sets, strong skills in SQL Management Studio, SAS, and Power BI. Additionally, experience with systems change management.

PERSONAL CONTACTS

Public service employee with external contacts. Contacts with all levels of unit and departmental employees, including office technicians, analysts, consultants, supervisors, managers, and legal staff.

EMPLOYEE ACKNOWLEDGEMENT

I have read and understand the duties and requirements listed above, and I am able to perform these duties with or without an accommodation. (If you believe an accommodation may be necessary, or if unsure of a need for an accommodation, inform the hiring supervisor or the Accommodations Coordinator at Accommodations@cde.ca.gov.)

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE

MANAGER/SUPERVISOR ACKNOWLEDGEMENT

I certify this duty statement represents a current and accurate description of the essential functions of the position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.

MANAGER/SUPERVISOR NAME	MANAGER/SUPERVISOR SIGNATURE	DATE

HRD C&P ANALYST	HRD APPROVAL DATE	EFFECTIVE DATE	DATE UPLOADED

This form will be kept in the employee's Official Personnel File.

Original - Classifications & Pay Office

Copies - Employee and Supervisor