

# Sacramento County Office of Education Job Description

## Classification Title: Program Analyst

### **DEFINITION**

Under general direction, performs a variety of complex financial, technical and support services involving data analysis, event, grant, and project coordination, department budget maintenance, and other related duties.

### **DIRECTLY RESPONSIBLE TO**

Appropriate administrator as assigned.

### **SUPERVISION OVER**

None; however, the Program Analyst may provide technical direction to other staff, volunteers, and/or student assistants assigned to the department.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **Grant/Project Coordination**

Responsible for coordinating grants and projects; develops system for data collection, reporting criteria and grant records; researches and compiles statistics and data for grants and projects; may assist in writing narratives for grant proposals, monitors grant/project timeline; reviews grant letters; creates, monitors and maintains audit files for program compliance; designs and implements procedures to fulfill grant and project objectives and criteria; may prepare memorandums of understanding (MOU) for agencies; works with agencies to resolve concerns and issues; prepares Board agenda items; prepares reports including statistical summaries and comparisons; trains, coordinates, and reviews work of project staff and student assistants; assists in monitoring revenue and expenditures for grants and projects.

#### **Data Management and Analysis**

Creates and maintains databases; enters and retrieves data; analyzes data, creates queries and produces custom reports from databases; assists in the development and administering of survey instruments, forms, and questionnaires; monitors recordkeeping procedures for accuracy, and compiles data; maintains confidentiality of student data; reviews and prepares program reports and data; documents the survey/data review process and product.

#### **Event Coordination**

Coordinates and organizes events, conferences, workshops, and meetings; makes arrangements for presenters, location, travel, equipment, lodging, and food service; assists in marketing and presentations; identifies target audience and sends out appropriate advertisements; maintains communication with speakers, vendors, and participants; orders, prepares, and assembles event handouts, uploads, and related supplies and materials; organizes and supervises registration and event set-up; coordinates event timelines; assists in the review and compilation of workshop evaluations; performs follow-up activities.

#### **Budget/Financial Management**

Assists in the development and maintenance of department budgets; monitors expenditures and income to assure availability of funds; creates invoices, collects funds and prepares deposits; makes projections regarding expenditure patterns; reviews and prepares financial reports; assists in the preparation of grant proposals by performing support functions including costing out salaries, benefits, and other operational expenses; prepares and processes purchase requisitions and on-line supply orders; assists in resolving financial discrepancies between funding agencies and Sacramento County Office of Education; completes required financial forms and other accounting documents; approves invoices and contracts for payment; initiates inter-program contracts, budget transfers and revisions.

**Materials Preparation**

Designs and creates forms, brochures, charts, manuals, flyers, newsletters, marketing materials, and multi-media presentations for professional development workshops, trainings, or other program needs; orders products and materials as necessary; creates directories in hard copy and online; proofreads and edits documents; coordinates printing; may upload materials to participant electronic devices; prepares mailings; develops and prepares letters, memos, and program reports.

**Customer Service/Communication**

Researches and responds to inquiries and makes referrals to appropriate resources; acts as liaison for department; researches and provides client information in written or verbal form; receives, processes and tracks customer orders; provides technical support and training for customers needing assistance in using online databases and navigating program website; prepares correspondence for the department; interprets and applies county office policies, rules, regulations and procedures.

**MINIMUM QUALIFICATIONS****Education, Training and Experience**

Any combination of education, training and/or experience equivalent to the completion of two years of college including coursework and training in technical writing, basic statistics, accounting, or similar field; progressive experience working in a public agency or educational office environment.

**Knowledge of:**

Principles of data review and reporting; standard office procedures and practices related to recordkeeping; proper English grammar, punctuation, and spelling; proofreading; customer service skills; advanced skills in standard software applications including Microsoft Office and Adobe Creative Suite; data management systems such as Access and FileMaker Pro; governmental accounting and budget principles; Internet and other research methods; effective telephone techniques.

**Skill and Ability to:**

Prepare clear and concise written communications and make oral presentations; analyze complex data and budget review; communicate effectively with diverse groups; operate standard office equipment including LCD projector; calculate statistics including mathematical averages and percentages; set up and maintain relational database files, perform queries, and retrieve data to prepare reports; create flyers and other promotional and training materials; adapt to changing technology; work independently; organize and prioritize work; coordinate a variety of projects simultaneously; read, interpret, research, explain and apply laws, rules, regulations, policies and procedures relating to department business; establish and maintain cooperative working relationships.

Revisions approved by Personnel Commission 11/10/15

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Former Title: Staff Analyst