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 multimedia 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
Revisions approved by Personnel Commission 10/9/12
Revisions approved by Personnel Commission 1/13/09
Revisions approved by Personnel Commission 3/8/05
Approved by Personnel Commission 8/12/98
Former Title: Staff Analyst