

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; coordinates videoconferencing meetings; 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 materials, 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; assists in processing exempt temporary

employee contracts.

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; 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; assists in updating information to 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; excellent customer service standards; advanced levels of standard software applications including Microsoft Office Suite and Adobe Creative Cloud ; relational data management software ; web-based document management applications such as Google Docs, OneDrive, or Microsoft Teams; basic digital accessibility standards; video conferencing platforms; standard software related to financial applications; 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; work cooperatively and effectively with individuals and in groups; operate standard office equipment; 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.

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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