



## **ANALYST II-INFORMATION TECHNOLOGY STATE REPORTING**

### **DEFINITION:**

Under the supervision of the Director-Information Services, provides technical support and training to staff

- Technical aspects of field of specialty.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Organizational operations, policies and objectives.

- Oral and written communication skills.
- Applicable software application and tools.
- Modern office practices, procedures and equipment.
- Interpersonal skills using tact, patience and courtesy.
- Arithmetic calculations.

**Ability to:**

- Provide technical support to staff and school sites in the use of computerized student databases and data entry of various student records.
- Manage comprehensive data systems, procedures and reporting functions.
- Compile and analyze statistical data in a timely and efficient manner.
- Perform complex data analysis and research.
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