

CAJON VALLEY UNION SCHOOL DISTRICT

PERSONNEL COMMISSION

CLASS

BASIC FUNCTION:

Under the direction of the Director, Long Range Planning, perform operations a variety of specialized duties involve data collection, maintenance, processing, analysis, interpretation and reporting of data related to school facilities planning, computer to input data, create queries, extract and manipulate information, produce a variety of computerized data, reports, and other assigned duties. Oversee the processing of student transfers and overflow placement.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of specialized duties involved in data research, collection, processing, analysis, interpretation and reporting of data related to school facilities planning, maintenance, demographics and other assigned duties. Oversee the processing of student transfers and overflow placement. Input, extract and update a variety of data and information in assigned computer systems; create queries, extract and manipulate information, generate links to data and maps and presentations to use in projects, studies and analysis. Output data; maintain and update demographic and geographic databases.

Participate in planning and conducting research and data collection projects useful for short and long-range facilities and methods of statistical data collection, analysis and presentation for assigned projects. Use student enrollment to generate straight-line and growth projections over a period of years.

Collect, verify, and reconcile bank deposits, reconcile and balance related accounts and needs. Provide interpretation of legislative matters and procedures. Research, review and analyze data and information related to student transfers, residential housing developments, population and historical education of students and students enrollment. Oversee the processing of student transfers and overflow placement. Coordinate communication between Long Range Planning, other departments, school districts and parents regarding student transfers and overflow placement. appropriate level of facilities.

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Provide technical assistance and support to District staff in planning, student enrollment, student allocation functions, respond to inquiries on issues, legislative laws, and regulations.

Prepare and maintain various data, records, facilities fees, agreements, business developments, historical trends, over-demographics, boundary adjustments, current and projected facilities and properties, capacity, population and enrollment.

Prepare, print, distribute, and process and evaluation paperwork related to student enrollment fees and other assigned functions; review materials for accuracy and completeness; make corrections as needed.

Review, interpret, evaluate, and provide recommendations concerning the implementation of guidelines, enrollment projections, facilities fees and other assigned functions.

Monitor and evaluate District facilities response to long-range enrollment projections; research and provide technical information and recommendations concerning facilities.

Maintain and update Secured Agreements and Public Schools Indenture and residential zoning developers; research and appropriate fees from developers with agreements; advise administrators regarding release of properties as needed.

Participate in a variety of surveys and related research and data analysis activities; review, analyze, arrange and report data according to project, survey and study specifications, needs and requirements.

Communicate with District personnel information and issues of concern.

Operate a computerized system as a vehicle to conduct work.

Assure mandated reports are submitted to appropriate personnel in accordance with established time limits and requirements.

Prepare and disseminate information for use by various District staff.

Maintain information, school boundary maps, site information, and school facilities fees.

Maintain current knowledge of laws, codes, ordinances, regulations and pending legislature related to assist in business and industry compliance with applicable state and federal requirements as appropriate.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE SKILLS ABILITIES:

KNOWLEDGE OF:

Principles, practices, procedures and interpretation and reporting of statistical data.

General standards, requirements, issues, practices and long-range school facilities planning, student enrollment, student transfers, overflow placements, facilities for school boundary.

Terminology, practices and procedures used in projection methods for birth, population, housing and enrollment trends.

Data control procedures and data entry operations.

Computerized data and reporting functions.

Principles, methods and procedures of communication.

Applicable laws, codes, regulations, orders and data entry operations.

Data control procedures and data entry operations.

Report writing and statistical interpretation.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and understanding.

Oral and written communication skills.

Policies.

Statistical and mathematics.

ABILITY TO:

Perform a variety of specialized duties involving interpretation of statistical data, demographic and other data.

Utilize a computer to extract and monitor data and produce a variety of computerized data, records, maps, presentations and reports.

Collect, analyze and evaluate data for school facilities planning.

Oversee the implementation of school facilities planning.

Analyze student enrollment to generate student and growth projections over 5-10 year period.

Review, interpret, evaluate and provide recommendations concerning the implementation of guidelines, policies and procedures.

Implement, interpret, evaluate and provide recommendations concerning the implementation of guidelines, policies and procedures.

Assemble, organize and prepare data for records and reports.

Verify and assist in the preparation and accuracy of data and reports.

Types and proofread correspondence and reports.

Interpret findings and analyze data.

- Prepare a variety of reports
- Analyze situations accurately and adopt an effective action
- Establish and maintain an cooperative and effective working relationship
- Interpret, apply and explain applicable regulations
- Work with the public
- Communicate effectively both orally and in writing
- Meet schedules and time deadlines
- Plan and organize work
- Perform tasks in an accurate and systematic manner
- Produce a variety of reports, maps, diagrams, planning boundaries, zoning maps, facilities maps and other products

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to that required for the position, including work in mathematics, statistics, computer applications, databases, software applications, cartographic projections, and other related disciplines

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer
- Sitting for extended periods
- Hearing and speaking to exchange information
- Sitting for extended periods
- Bending at waist, kneeling or touching to the ground
- Reaching overhead and above the shoulder
- Occasionally lift and/or carry up to 25 pounds